

**CITY OF BOWLING GREEN, KENTUCKY**  
**Physical and Mental abilities to Perform the position**  
**Functional Job Description**

**POLICE OFFICER**

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**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

High school diploma or equivalent. Must become certified through the Basic Training Academy operated by the Kentucky Justice Cabinet and possess a valid Kentucky driver's license.

**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data.
- Ability to classify, compute, tabulate, and categorize data. Ability to persuade, convince, sell and train others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as technical operating manuals, procedures, guidelines, non-routine correspondence and laws.

**MATHEMATICAL ABILITY**

- Ability to add and subtract, measure, multiply and divide, and calculate percentages, fractions, and decimals.

**JUDGMENT AND SITUATIONAL REASONING ABILITY**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

**PHYSICAL REQUIREMENTS**

# POLICE OFFICER – BOWLING GREEN, KY

## Essential Functions:

1. Must be able to operate a police vehicle to perform routine patrol and emergency response.
2. Must be able to pass basic firearms qualifications and maintain safe firearms operations
3. Must be able to perform investigative duties requiring both physical and mental aptitude.
4. Must be able to pursue, apprehend and restrain individuals/suspects.
5. Must maintain records of daily activities and prepare routine reports.
6. Must attend staff meetings, in-service training and technical/professional classes or seminars as required.

## Physical Demands of Job:

Never	Occasional	Frequent	Constant
0% of an 8 hour day	1-33% of an 8 hour day	34-66% of an 8 hour day	67-100% of an 8 hour day
0 hrs of an 8 hour day	≤ 2.6 hours	≤ 2.7 - 5.2 hours	≥ 5.3 hours

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**Standing:** (Constant) Required to complete various duties associated with essential job functions.

**Walking:** (Constant) Required to complete various duties associated with essential job functions.

**Sitting:** (Constant) Required to complete various duties associated with essential job functions.

**Lifting:** (Occasional) Required to lift various equipment or persons weighing up to **80 pounds from ground to waist level**. Also, required to lift equipment weighing up to **25 pounds to overhead/crown level**.

**Carrying:** (Occasional) Required to complete either front or side carries of equipment or materials weighing **50 pounds for distances of up to 100 feet**.

**Pushing/Pulling:** (Occasional) Required to generate **push and pull forces of ≥ 100 pounds** for the moving of equipment, vehicles and persons in emergency and non-emergency situations and restraining of individuals/suspects.

**Climbing:** (Occasional) Required to ascend/descend steps, ladders, fences, walls and/or various outdoor terrain.

**Forward Bending/Stooping:** (Occasional) Required to complete various duties associated with essential job functions.

**Trunk Rotation:** (Occasional) Required to complete various duties associated with essential job functions.

**Kneeling:** (Occasional) Required to complete various duties associated with essential job functions.

**Crouching:** (Occasional) Required to complete various duties associated with essential job functions.

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**Crawling:** (Occasional) Required to complete various duties associated with essential job functions.

**Squatting:** (Occasional) Required to complete various duties associated with essential job functions.

**Reaching:** (Occasional) Required to complete overhead and forward reaching to complete various duties associated with essential job functions

**Manipulating/Handling/Gripping:** (Frequent) Required to allow for gripping, pinching and manipulation of various pieces of equipment utilized for the performance of essential job functions. A **grip force of  $\geq 75$  pounds** is necessary for the completion of essential job functions.

**Postural Balancing:** (Constant) Required to complete various duties associated with essential job functions.

### **Work Level:**

**Heavy Work** (Level 4\*) as defined by the Dictionary of Occupational Titles.

**Note:** A Work Level Score of 3.5 achieved during a “fit-for-duty” evaluation is considered acceptable.

	<b>Sedentary (1)</b>	<b>Light (2)</b>	<b>Medium (3)</b>	<b>Heavy (4)</b>	<b>Very Heavy (5)</b>
<b>Occasional</b>	$\leq 10$ lbs.	$\leq 20$ lbs	$\leq 50$ lbs.	$\leq 100$ lbs.	$> 100$ lbs.
<b>Frequent</b>	Negligible	$\leq 10$ lbs	$\leq 25$ lbs.	$\leq 50$ lbs.	$> 50$ lbs.
<b>Constant</b>			$\leq 10$ lbs	$\leq 20$ lbs.	$> 20$ lbs

### **Significant Worksite Measurements:**

**Equipment:** weighing up to 25 pounds (i.e. bullet resistant vests and duty belt).

**Other:** weighing up to 100 pounds (i.e., various materials or individuals).

### **Tools/Equipment Used to Perform Job:**

Bullet resistant vest, duty belt, motor vehicle, investigative tools/supplies, etc.

### **Additional Fitness Standard Requirements**

The following tests shall be successfully performed while wearing the duty belt.

1. Run approximately 110 yards.
2. Jump 2 hurdles (one foot and two feet in height)
3. Crawl over/jump a four foot wall
4. Walk/run the length of an eight foot railroad tie (or equivalent object)

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5. Weave through three traffic cones without knocking any cone over.
6. Crawl the length of six feet under an obstacle three feet in height
7. Ascend and descend a flight of eight steps, six times. Each step must be stepped upon and use of the handrail is required.

### **ENVIRONMENTAL ADAPTABILITY**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Functional Job Description**  
**Police Officer**

Job Title: Police Officer  
Classification:  Sedentary (Up to 10 lbs.)     Light (11 to 20 lbs.)     Medium (21 to 50 lbs.)     Heavy (51 to 100 lbs.)     Very Heavy (> 100 lbs.)  
Job Performed:  Part of Team     Rotation Basis     Assembly Line     Alone  
Max Weight Handled: 100 lbs.    Employment Hours: 10 Per day 45 Per Week    Lunch and Breaks: Yes

Brief Description of Job: The Police Officer is responsible for protecting and serving citizens while making a positive impact on the community. The employee responds to emergency and non-emergency situations and performs routine patrol.


Educational Requirements (Specific Training, Experience, Certification and/or Licensing): High school diploma or equivalent, valid driver's license, pass a state certified physical agility test (POPS).

Dress Code / Protective Gear: Uniform, Slip Resistant Boots/Shoes, Gas Mask, Gloves. Tyvek coveralls, boot covers, bullet resistance vest, duty belt, critical response vest

Additional Comments: The information for this report is based on information obtained from the functional job description received from the Safety & Risk Manager and from interviewing employees on 4/9/19.

*Frequency performed shift:	N = Never (0%)	O = Occasional (1-33%) One Min - 2:30 Hours Once - 20 Min / Hour	F = Frequent (34-66%) 2:31 - 5:30 Hours 21 - 40 Min / Hour	C = Constant (67 - 100%) 5:31 - 8:00 Hours 41 - 60 Min / Hour
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Description	Frequency	Essential	Task Physical Demands
Firearms Operations: Employee must be able to pass basic firearms qualifications and maintain safe firearm operations.	Occasional	Yes	1 Requires standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/firm grasping.
Emergency/ non-emergency response: Employee must be able to respond to emergency and non-emergency situations. Employee must be able to pursue, apprehend, and restrain individuals/suspects.	Frequent	Yes	1 Requires employee to lift various equipment or persons weighing up to 80# from floor to waist level. Employee may have to team lift and carry individuals down stairs. 2 Requires lifting equipment weighing up to 25# from the floor to overhead level. 3 Requires either a front or side carry of equipment/material weighing up to 50# for distances up to 100 ft. 4 Requires employee to generate push and pull forces of $\geq 100\#$ for the moving of equipment, vehicles, and persons in emergency and non-emergency situations and for restraining of individuals/suspects. 5 Requires ascending/ descending steps, ladders, fences, walls and/or various outdoor terrain. 6 Requires a grip force of $\geq 75\#$ for the handling of equipment/ materials/persons. 7 Requires employee to kneel to subdue combative subjects (20% of the individuals arrested are combative.) 8 Requires standing, walking, balancing, sitting, climbing, kneeling, crouching, stooping, crawling, forward/ overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.
Operating Vehicle: Employee is required to operate a police vehicle to perform routine patrol and emergency response.	Constant	Yes	1 Requires sitting, standing, walking, forward reaching, object handling, fingering, feeling, simple/firm hand grasping, and operating controls.
Investigations: Employee must be able to perform investigative duties requiring both physical and mental aptitude.	Occasional	Yes	1 Requires employee to lift various equipment weighing up to 80# from floor to waist level. Requires lifting equipment weighing up to 25# to overhead level. 2 Requires either a front or side carry of equipment/material weighing up to 50# for distances up to 100 ft. 3 Requires employee to generate push and pull forces of $\geq 100\#$ for the moving of equipment. 4 Requires sitting, standing, walking, balancing, climbing, crawling, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.

Description	Frequency	Essential	Task Physical Demands
<p>Administrative Duties: Employee must be able to maintain records of daily activities, prepare routine reports, attend staff meetings, in-service training and technical/professional classes or seminars. Employee may complete administrative duties in the vehicle or at a desk.</p>	Frequent	Yes	<p>1 Requires small object manipulation when keying, operating a computer, operating a radio, and with writing tasks. 2 Requires sitting, standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/firm hand grasping.</p>
<p>Fitness Standard Requirements: Employee is required to successfully perform the following tests yearly while wearing the duty belt weighing 25#.</p>	Occasional	Yes	<p>1 Run approx. 110 yards 2 Jump 2 hurdles (one foot and two feet in height) 3 Crawl over/ jump a four foot wall 4 Walk/run the length of an eight foot railroad tie (or equivalent object) 5 Weave through three traffic cones without knocking any of the cones over 6 Crawl the length of six feet under an obstacle that is three feet in height 7 Ascend/ descend a flight of eight steps, six times. Each step must be stepped upon and use of the handrail is required.</p>
<p>Critical Response Team: Employee helps settle incidents such as barricaded suspects, high-risk warrants, or hostage situations. (These task are only essential for Critical Response Team officers, not all officers.)</p>	Occasional	No	<p>1 Employee is required to wear an armored police vest weighing up to 40#. 2 Employee is required to attend additional training 2 times/month. 3 Requires sitting, standing, walking, balancing, climbing, crawling, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.</p>
			
<p>K-9 Unit: Employee is responsible for caring for the highly trained German shepherd. (These task are only essential for the K-9 Unit officers, not all officers.)</p>	Constant	No	<p>1 Employee is required to lift the German shepherd weighing up to 80# from the floor to inside the police vehicle. 2 Requires sitting, standing, walking, balancing, climbing, crawling, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.</p>

### Physical Demands

<b>Lift</b>	Max Weight Lifted (1RM): 80 lbs.	Height To/From: floor - waist	Description of Object: Various equipment, persons, German Shepherd
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Weight (lbs.)	Frequency*	Repetitions/Time	Height To/From	Description of Object
0-10	Constant	25+x per hr.	floor - overhead	Trauma kit, bullet resistant vests, investigative tools/ supplies, etc.
21-35	Constant	25+x per hr.	floor - overhead	Duty belt, various equipment
36-50	Occasional	1-4x per hr.	floor - waist	Various equipment, persons, critical response armor vest
76-99	Occasional	1-4x per hr.	floor - waist	Various equipment, persons, German Shepherd

\*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)

<b>Carry</b>	Max Weight Carried (1RM): 80 lbs.	Distance: 5'	Description of Object: Various equipment, persons, German Shepherd
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Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Constant	25+x per hr.	entire shift	Trauma kit, bullet resistant vests, investigative tools/ supplies, etc.
21-35	Constant	25+x per hr.	entire shift	Duty belt, various equipment
36-50	Occasional	1-4x per hr.	up to 100 ft.	Various equipment, persons, critical response armor vest
76-99	Occasional	1-4x per hr.	up to 5 ft.	Various equipment, persons, German shepherd

\*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)

<b>Push</b>	Max Force Pushed (1RM): 100 lbs.	Distance: 100'	Description of Object: Various equipment, vehicles, persons, doors
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Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
99+	Frequent	5-24x per hr.	up to 100 ft.	Various equipment, vehicles, persons, doors

\*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)

<b>Pull</b>	Max Force Pulled (1RM): 100 lbs.	Distance: 100'	Description of Object: Various equipment, vehicles, persons, doors
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Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
99+	Occasional	1-4x per hr.	up to 100 ft.	Various equipment, vehicles, persons

\*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)



<b>Positional Demands</b>			
Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)	
Sitting	Frequent	Operating Vehicle, Administrative duties	
Standing	Frequent	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Walking	Frequent	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Climbing Stairs	Occasional	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Climbing Ladders	Occasional	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Reach Forward	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Reach Overhead	Occasional	Emergency/ non-emergency response, Investigation, Fitness tests	
Balancing	Frequent	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Stooping	Occasional	Emergency/ non-emergency response, Investigation, Fitness test	
Kneeling	Occasional	Emergency/ non-emergency response, Investigation, Fitness test	
Crouching	Occasional	Emergency/ non-emergency response, Investigation, Fitness test	
Crawling	Occasional	Emergency/ non-emergency response, Investigation, Fitness test	
Object Handling	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation	
Fingering	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation	
Fine Hand Coordination	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation	
Simple Hand Grasping	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation	
Firm Hand Grasping	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test	
Operating Controls	Frequent	Operating vehicle, Administrative duties, Emergency/ non-emergency response	
Frequency performed per shift:      N = Not Present(0%)      O = Occasional (1-33%)      F = Frequent (34-66%)      C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked)      1 - 4 reps./hr.      5 - 24 reps./hr.      >= 25 reps./hr.			

### **Sensory Requirements**

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Vision - Far	Constant	Operating vehicle, emergency/ non-emergency response
Vision - Near	Constant	Operating vehicle, emergency/ non-emergency response, administrative duties
Depth Perception	Constant	Operating vehicle, emergency/ non-emergency response, operating firearms
Color Discrimination	Constant	Operating vehicle
Field	Constant	Operating vehicle, emergency/ non-emergency response
Accommodation	Constant	Emergency/non-emergency response.
Perception - Spatial	Constant	Handling equipment and operating vehicle
Perception - Form	Constant	Emergency/non-emergency response.
Feeling	Constant	Operating firearms, operating vehicle, and emergency/non-emergency response
Speaking	Constant	Communication among co-workers, supervisors, and the general public
Hearing	Constant	Safety, Communication among co-workers, supervisors, and the general public

Frequency performed per shift:                      N = Not Present(0%)                      O = Occasional (1-33%)                      F = Frequent (34-66%)                      C = Constant (67 - 100%)  
 Repetition Based Determination (multiply reps. by #-hrs. worked)                      1 - 4 reps./hr.                      5 - 24 reps./hr.                      >= 25 reps./hr.

<b>Work Environment</b>		
Exposure To	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Inside Environment	Occasional	Administrative duties
Outside Environment	Constant	Emergency/ non-emergency response, operating vehicle, investigations
Weather Conditions	Constant	Outside environment
Temperature	Constant	Outside environment
Hot	Occasional	Summer months
Cold	Occasional	Winter months
Heat	Occasional	Summer months
Wet/Humidity	Occasional	Outside environment
Biological Agents	Never	
Human Body Fluids	Frequent	Emergency response, apprehending suspect
Chemicals	Occasional	Various chemicals such as chemicals used in manufacturing drugs, fuel for vehicle, pepper spray, etc.
Hazardous Materials	Occasional	Various Hazardous materials such as chemicals used in manufacturing drugs, fuel for vehicle, etc.
Floor Surface	Constant	Outdoor environment- uneven terrain, slippery surfaces
Lighting	Constant	Outdoor environment, occasional work in the dark
Vibration	Occasional	Operating vehicle, operating firearms
Unprotected Heights	Occasional	Emergency response
Confined/Clustered	Occasional	Emergency response
Moving Equipment	Constant	Vehicles
Frequency performed per shift:      N = Not Present(0%)      O = Occasional (1-33%)      F = Frequent (34-66%)      C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked)      1 - 4 reps./hr.      5 - 24 reps./hr.      >= 25 reps./hr.		