

POLICE OFFICER

Position Title: Police Officer

Department: Police SGT/Officer
Supervisor's Title: Police SGT/Police

Pay Grade:
Work Status: Full-time

Chief

Purpose

Performs *non-supervisory* patrol and police work in support of law enforcement, crime detection/prevention and investigation, traffic control, emergency response, and public assistance activities. Assists with department's educational and safety programs as directed by Chief. Majority of time is spent patrolling and responding to calls to protect the property and serve the residents of the community as well as enforce laws as necessary. In accordance with existing mutual aid agreements, response can include locations outside City limits.

Organizational Relationships

Reports to: Police Sergeant and/or Police Chief

Communicates with: *Internally* - City attorney, public works staff, and city administration;

Externally - County sheriff's office, probation department, and court administrator, county attorney, 911 dispatch center, Minnesota Bureau of Criminal Apprehension, local emergency service personnel, local zoning officer, media, City residents and the general public.

Supervises: None

Provides oversight and training to: Newly-hired, part-time, and auxiliary police officers

ESSENTIAL FUNCTIONS

- Keeps supervisory employees informed of all pertinent matters through daily activity reports and regular intra-departmental communications.
- Patrols community by car and on foot to provide a police presence, enforce traffic laws on City, county and townships roads and other state and federal laws as well as City ordinances; issues citations for violations as appropriate.
- Locates and arrests suspects, taking prisoners to jail; prepares written reports of crimes, and assists in the prosecution of violators.
- Responds to calls for service; makes out initial reports; and investigates and performs follow-up work as needed.
- Responds to emergency situations and identifies hazards; notifies appropriate emergency, public works, or other personnel; and makes proper decisions for assisting sick or injured persons.
- Conducts preliminary and follow-up investigations by interviewing witnesses/complainants/victims, interviewing/interrogating suspects, collecting and preserving evidence, gather facts and evaluates evidence and information to make a determination, prepares written reports; informs Chief of case's status; attends court proceedings to serve as witness and present evidence and other information.
- Serves official documents such as warrants, ex parte orders, eviction, subpoenas, juvenile papers and makes death notifications.
- Assists other law enforcement and emergency response agencies in their crime prevention and investigation efforts as needed and according to mutual aid agreements.
- Prepares a variety of complete and accurate reports such as incident, arrest, and investigative reports, preliminary criminal charges, and initial complaint reports, court testimony and ensures sufficient record keeping is maintained.

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ESSENTIAL FUNCTIONS (cont.)

- Establishes and maintains traffic and crowd control at incidents requiring police presence. Identifies hazards to traffic and pedestrians and reports matters requiring attention to public works
- Mediates and resolves disputes using an appropriate degree of tact and persuasion.
- Responds to animal complaints: carries out proper procedures to locate stray animals and provide transport to owner or appropriate facility; subdues or dispatches wounded or vicious wild or domesticated animals; and keeps information regarding activity.
- Inspects and maintains vehicle (cleaning and routine maintenance) and all personal and departmental tools and equipment.
- Attends mandatory and other classes for required continuing education to maintain POST licensure and meet department's training needs.
- Participates in department's public education efforts and assists Chief in providing informative educational programs to youth.
- Directs part-time officers and serves as field training officer, when assigned, for new hires.

Special or Additional Duty Assignments (Each special/additional duty, highlighted below, is assigned to/performed by one or more uniformed officer and is considered an essential function of that particular position.) **See departmental policy manual for fuller description*

- Serves as K-9 Officer

Other Duties and Responsibilities

Engages in a variety of public assistance activities: assists the public by giving general information and directions, helps the elderly and other persons in need, and provides courtesy transports. Perform other related duties as delegated by Supervisor or apparent.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of local geography, City streets and addresses, business and residential areas.
Knowledge, skill, and ability to effectively use personal and departmental equipment.
Knowledge of relevant City ordinances and policies and departmental policies and procedures.
Knowledge of all departmental directives.
Knowledge of, and ability to understand/apply, state and federal laws, POST standards, City ordinances and policies, departmental policies, procedures and directives.
Knowledge of principles, practices, and procedures used in law enforcement, police science and administration, court proceedings, and public safety.
Knowledge of relevant radio/dispatch procedures and FCC radio communications requirements.
Knowledge of county jail procedures.
Knowledge of basic medical and judicial procedures, practices and terminology.
Knowledge of relevant work place safety practices including exposure control procedures.
Skill in gathering appropriate information through interviewing victims, witnesses, and suspects; working with crime scenes; and contacting other law enforcement agencies.
Skill in operating a police vehicle in all kinds of weather conditions and situations.
Skill in handling and discharging firearms and ensuring their proper use.
Skill in using an appropriate degree of tact and persuasion during numerous and varied interpersonal communications.
Skill in standardized field sobriety testing.
Ability to attend mandatory classes and obtain required continuing education credits.
Ability to use senses of sight, hearing, and smell.
Ability to use several types of vision (far, near, depth, peripheral, color and night).
Ability to exert considerable physical effort when required during calls for service or emergency situations (e.g. subduing others, transporting victims, rescue actions, etc.)

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REQUIRED KNOWLEDGE, SKILLS, and ABILITIES (cont.)

Ability to stand, walk, and sit for long periods of time; ability to bend, crouch, stoop, stretch, or crawl as needed.

Ability to comprehend/apply federal, state, county, and city criminal, traffic, and other civil laws and procedures and keep current on changes.

Ability to work independently and interact with many diverse groups such as juveniles, minorities, intoxicated persons, people on drugs, mentally ill persons, and the elderly.

Ability to maintain certification as a First Responder.

Ability to analyze a variety of problems/situations, oftentimes stressful and during emergencies, and take decisive and effective action.

Ability to use and maintain proficiency with computer, typewriter, tape recorder, and police software.

Ability to prepare routine reports, forms, and correspondence with completeness and accuracy.

Ability to communicate effectively, orally and in writing, with supervisors and general public and maintain appropriate level of confidentiality.

Ability to transport victims/suspects/others to appropriate medical/crisis facilities.

Ability to respond to medical emergencies and analyze situation to determine proper intervention including use of defibrillators.

Machines, tools, and equipment used: Squad cars and other police vehicles, mobile and portable radios, radar devices, firearms and other weapons, cameras and audio-visual equipment, breathalyzer, defibrillator and other first aid/medical equipment, investigative equipment, computer and other office equipment, phone, and numerous other personal and departmental tools.

MINIMUM TRAINING & EXPERIENCE

- Associate's degree in law enforcement.
- Valid Minnesota POST license or eligible to be licensed on date of hire.
- Valid Minnesota driver's license or ability to obtain within state-required time period.
- Must meet all state-mandated and employer-required certifications, medical, psychological, and other requirements. (Note: Refer to Departmental Policies Manual for other hiring requirements.)

PREFERRED QUALIFICATIONS

- First responder certification and ability to maintain.

Working Conditions

Work involves an element of personal danger and high levels of physical, emotional, and mental stress in dealing with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Works a changing duty schedule including evenings, weekends and nights. Majority of the duties are carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and electricity. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Considerable physical effort may be spent while running, lifting, and physically grappling with others. Exposure to dangerous and potentially life-threatening situations. Must be ready to deal with biological and/or hazardous materials incidents.