



Police Officer

Position Title:	Police Officer
Department:	Police
Supervisor's Title:	Police Chief
Pay Grade:	By Contract
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs intermediate protective services work enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Patrols community by car, on foot, or on bicycle; enforces traffic, state, and federal laws and city ordinances; writes tickets as appropriate; performs traffic control functions; checks businesses and residential areas for signs of vandalism, break-ins, and suspicious activity; responds to animal complaints, carries out procedures for animal control, and documents activity.
- Responds to calls for service, makes initial report, investigates, and performs follow-up as needed; responds to emergency situations and identifies hazards; notifies the appropriate emergency personnel; makes proper decisions assessing sick and injured people; utilizes basic life support as a first responder.
- Prepares a variety of complete and accurate reports such as incident, arrest, investigative, preliminary criminal charges, initial complaint, court testimony, and ensures adequate record keeping; keeps supervisory employees informed of all pertinent matters through daily activity reports and intra-departmental communications; assesses daily reports and confers with Police Chief, Office Manager, and other officers.
- Locates and arrests suspects; takes prisoners to jail; performs written reports, and assists in the prosecution of violators; conducts welfare checks and serves official documents such as warrants, ex parte orders, eviction, subpoenas, juvenile papers, and makes death notifications.
- Conducts criminal investigations by interviewing witnesses/complainants/victims/suspects; collects evidence and inventories it appropriately; prepares written reports; informs Chief on the status of investigations; attends court to serve as witness and present evidence.
- Responds to traffic accidents and assesses severity of damage/injuries; facilitates the exchange of information

and prepare supporting documents; writes state crash reports and conducts investigations as appropriate; identifies hazards to traffic and pedestrians, and reports matters requiring attention to the appropriate supervisor/personnel.

- Assists other law enforcement agencies with crime prevention and investigation as needed.
 - Utilizes standardized field sobriety testing, advanced roadside impairment detection and enforcement, occupant protection usage and equipment, and Datamaster hardware/software suites.
 - Engages in community oriented policing; participates in informal community talks, formal meetings, and sponsored events; assists with a variety of departmental programs, and pursues a variety of networking opportunities; participates in department public education efforts by providing information and advice to residents/businesses regarding law enforcement and public safety issues; provides security and police assistance at community events including crowd and traffic control.
 - Coordinates Police Department bike patrol team; promotes safe/healthy ridership principles; maintains bike fleet; presents policy/equipment considerations; coordinates appropriate training and community outreach programs; participates in SHIP Grant community leadership team; develops and implements strategies for community improvement; promotes healthy living directives.
 - Instructs defensive tactics/use-of-force training using a variety of teaching principles and tools; instructs the Force on Force system of training; performs all safety precautions, and organizes appropriate/effective use-of-force scenarios.
 - Attends mandatory and elective classes/meetings for required continuing education to maintain POST licensure and individual/departmental training needs.
 - Coordinates commercial motor vehicle enforcement saturations.
 - Serves as public information officer by preparing monthly press releases.
 - Provides training on MN Crash state accident reporting software as needed.
 - Inspects and maintains vehicle fleet and personal/departmental equipment as needed.
 - Supervises part-time officers when assigned.
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Knowledge, Skills and Abilities:

General knowledge of police methods, practices, and procedures; general knowledge of the rules and regulations of the Police Department; thorough knowledge of the geography of the City and location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously, and fairly with the public; ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of police vehicles; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience:

Associates/Technical degree in Law Enforcement or related field and minimal experience Life, Reserve, CSO, Corrections, Law Enforcement, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

POST License

Driver's License

Peace Officer License MN

ERM Certification or ability to receive Certification within 12 months of hire

Special Training within six months in Firearms, Defensive Tactics/Use-of-Force, Emergency Vehicle Operation, TASER, CAD/RMS, Standardized Field Sobriety Testing/Datamaster, BCA/CJIS Certification

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires standing, walking and tasting or smelling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.

Environmental Conditions:

This work regularly requires exposure to outdoor weather conditions, frequently requires exposure to blood-borne pathogens which may require specialized personal protective equipment, and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: November 2017