



# Position Description

<b>JOB TITLE:</b> <b>Police Officer</b>		<b>DEPARTMENT:</b> Public Safety	
<b>REPORTS TO:</b> Chief of Police	<b>SUPERVISES:</b> None		<b>FLSA STATUS:</b> Non-Exempt
			<b>EFFECTIVE DATE:</b> 06/28/18

## POSITION SUMMARY

Under general supervision, this position performs police work to preserve law and order, protect life and property, and enforce laws and ordinance in a manner which will command public respect and confidence at all times.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Patrols city responding promptly to calls for assistance to maintain a peaceful atmosphere of law and order.
- Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Investigates traffic accidents to determine causes and to determine if a crime has been committed.
- Conducts preliminary follow-up investigations including conducting interviews and interrogations, completing necessary reports, and conducting appropriate enforcement actions.
- Prepares reports covering investigations and other assignments to ensure proper record and basis for follow-up.
- Conducts necessary security checks of commercial and residential areas.
- Responds to all medical emergencies and provides first aid and assistance as necessary.
- Presents to various civic groups, schools, and churches.
- Provides crowd and traffic control at community and sporting events.
- Attends schools and workshops pertaining to work areas.
- Assists in the operation and maintenance of department equipment.
- Implements and adheres to city policies and task requirements.
- Performs limited supervision of part-time and reserve officers.
- Attends City Council meetings as required by the Chief or Acting Chief of Police.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

## **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

### Education

Associate's Degree or equivalent training at a technical or vocational school with a focus on criminal justice, law enforcement, or related field

### Experience

One (1) year of experience law enforcement experience demonstrating excellent organizational, oral communication, and business writing skills; research capabilities; and a project management background

### Trainings, Certificates, and Licenses

- Must pass physical, psychological, and background checks
- Possess driver's license valid in Minnesota
- Possess State of Minnesota P.O.S.T. license
- Possess Emergency Medical Responder (E.M.R.) certification by the end of officer's probationary period

## **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

### Education

Associate's Degree or equivalent training at a technical or vocational school with a focus on criminal justice, law enforcement, or related field

### Experience

Three (3) years of police officer experience

### Trainings, Certificates, and Licenses

- Possess Emergency Medical Technician (E.M.T.) certification

## **COMPLEXITY**

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

## **RESPONSIBILITY**

### Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team lead or project lead.

### Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the City.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

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

### Hazards

While performing the duties of this job, this position:

- May occasionally climb 50 to 200 steps, push/pull 150 to 600 lbs., lift 150 to 600 lbs., and carry 180 to 600 lbs.; and continuously balance, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, sit, stand, walk, run, finger/enter data/keystroke, see, talk, hear, smell, repetitive motions, and drive.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use right foot for repetitive movements.
- Will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters, exposure to extreme heat, exposure to extreme cold, working at unguarded heights, exposure to infectious diseases, work around prisoners or mental patients, work around or handle weapons, work includes defending from bodily harm, and exposure to smoke and fire.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

**REVIEW/APPROVALS**

I acknowledge reviewing and approve of this job description.

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**Department Head**

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**Date**

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**City Administrator**

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**Date**

**ACKNOWLEDGEMENT**

I acknowledge reviewing this Job Description.

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**Employee Signature**

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**Date**