

POLICE OFFICER

NATURE OF WORK

Performs general law enforcement work for the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing routine police assignments with work consisting of routine patrol, preliminary investigations, traffic/parking regulation, full investigations as required, and day-to-day assignments. Special assignments may be required using knowledge, skills and abilities acquired from education, training and on-the-job experience. Use of modern law enforcement methods is imperative. Work is performed under the supervision of the police chief with observation of results.

EXAMPLES OF WORK

- Patrols both in vehicles and on foot within city limits, and other city owned property to preserve law and order.
- Defends persons from physical harm; responds to requests for protective service; resolves conflicts between individuals and groups and protects constitutional guarantees.
- Seeks to reduce the opportunity for criminal activity; conducts preliminary investigations of complaints of criminal acts; gathers and preserves physical evidence and presents it with testimony at judicial proceedings.
- Identifies and apprehends suspected offenders. Interviews suspects and witnesses; conducts follow-up investigations of crimes and incidents.
- Civil process and criminal warrants executed as required.
- Recover lost and stolen property. Provides examination of doors and windows of business establishments and vacation homes; inspection of licenses or questionable establishments.
- Disposes of violations in every field of police control by warning, citation, or arrest. Investigates accidents.
- Provides medical assistance and care. Cooperates with fire department for services at scene of incidents.
- Carries out properly the rules, regulations, policies, departmental order, directives and instructions which pertain to the position. Writes complete reports of incidents and assists police chief as may be required.
- Works with other law enforcement agencies as necessary.
- Performs other duties as necessary or required.

EDUCATION AND EXPERIENCE

A combination of education and experience substantially equivalent to a two-year college degree in law enforcement and/or post-secondary training in law enforcement with a full-time P.O.S.T. Board Peace Officer License, or eligible to be licensed. Previous law enforcement experience preferred.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the laws, rules and regulations applicable to law enforcement in the state of Minnesota.
- Knowledge of the principles and practices of law enforcement techniques.
- Knowledge of the equipment used in law enforcement.
- Knowledge of modern police methods and procedures, basic first aid, and C.P.R.
- Ability to analyze situations quickly and objectively with the determination of the proper course of action as the final result.
- Ability to cope with situations firmly, fairly, courteously, tactfully, and with respect for the rights of others.
- Ability to understand and follow both oral and written instructions.
- Ability to develop skill in the use and care of firearms and other equipment.
- Ability to remain outdoors for extended period of time in various types of weather conditions.
- Ability to read, speak and write effectively.
- Ability to testify accurately, thoroughly and honestly in court, and ability to maintain composure and courtesy during cross examination.
- Skill in the use of police/law enforcement equipment.
- Skill in record keeping and procedures of law enforcement.
- Skill in establishing and maintaining effective working and public relation techniques with employees, department heads/supervisors, other law enforcement agencies, elected officials and the public.

ACCOUNTABILITIES/CONDITIONS

Reports to: Police Chief

Special Conditions: Valid Minnesota Drivers license
P.O.S.T. Board Licensed or eligible to be licensed by hire date
Successful completion of psychological and physical examinations
Satisfactory completion of a background investigation

Physical Requirements:

- Ability to sit in vehicles/equipment and office furniture.
- Ability to walk, stand, bend, squat, crawl, sit up and look up.
- Ability to climb, and to deal with heights.
- Ability to see/observe various activities related to job.
- Ability to hear voices, radios and pages.
- Ability to run.
- Ability to lift/carry weight of 100 pounds or more.
- Ability to physically handle/restrain violent/assaultive persons.
- Ability to stand extreme variations in temperature from 100 + degrees F to -40 degrees F .
- Ability to sustain work in adverse weather conditions to include snow, rain, wind and other elements for long periods of time.