



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Police Officer		
<b>DEPARTMENT:</b>	Police	<b>DIVISION:</b>	
<b>REPORTS TO:</b>	Police Lieutenants and Police Sergeants		
<b>SUPERVISES:</b>	None		
<b>FLSA STATUS:</b>	Non-Exempt	<b>EFFECTIVE DATE:</b>	1/1/2018

### POSITION SUMMARY

Under limited direction, this protective service position performs intermediate/difficult work enforcing laws, investigating criminal activity, ensuring public safety, maintaining records and files, testifying in court, preparing reports, and related work as required. This position exercises no supervisory responsibilities.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Performs patrol functions; operates a patrol vehicle or rides a bicycle to preserve the peace and enforce the law; controls vehicular traffic; prevents or detects and investigates misconduct involving misdemeanors, felonies, and other law violations; differentiates between civil and criminal matters.
- Investigates and assists at scene accident and/or crime; interrogates suspects and interviews witnesses and victims; conducts searches; collects, processes and provides follow-up related to evidence.
- Makes arrests and testifies in court, occasionally with little scheduling notice.
- Prepares reports and records including accident reports, traffic citations, investigation reports, breathalyzer checklist, vehicle impoundment form, etc.
- Prepares presentations and performs public education and public speaking on police service and crime prevention topics.
- May be assigned specific duties, including K-9 Officer, SWAT Operator/Sniper, Field Training Officer, Child Passenger Safety Technician, Bike Patrol, Honor Guard, PACT/CISM Team, EVOC Instructor.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

**Access to Not Public Data:** 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 REQUIREMENTS:** *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 and Experience

- Associates/Technical degree in criminal justice, or related field

**Training, Certificates, and Licenses**

- Minnesota Peace Officer Standards and Training License
- CPR/First Responder training
- Valid driver's license

**KNOWLEDGE, SKILLS, and ABILITIES**

General knowledge of modern law enforcement principles, procedures, techniques and equipment; general knowledge of the geography of the City and location of important buildings; general knowledge of the laws, ordinances and police department rules and regulations; skill in using firearms and operating a motor vehicle; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to operate radar unit, audio/visual recording devices, expandable baton, handcuffs, breathalyzer, first aid equipment and other necessary tools and equipment; ability to multi-task and prioritize life-threatening situations to minimize risk; ability to deal courteously, but firmly with the public; ability to establish and maintain effective relationship with associates and the general public.

**PHYSICAL REQUIREMENTS and WORKING CONDITIONS**

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 100 pounds of force; work regularly requires walking, using hands to finger, handle or feel and repetitive motions, frequently requires standing, speaking or hearing and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires depth perception, color perception, night vision and peripheral vision; 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, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**NOTICE**

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 the 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 this job description.

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Employee

\_\_\_\_\_

Date

I acknowledge reviewing and approving this job description.

\_\_\_\_\_

Director

\_\_\_\_\_

Date