

## POLICE OFFICER

### NATURE OF WORK

Approved: 11/21/00

Revised: 10/20/15

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 police 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 under the concept of "protect and serve." Work is performed under the supervision of the police chief with observation of results obtained.

### \*EXAMPLES OF WORK

Patrols both on foot and through the use of vehicles in a designated area 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 physical evidence and presents it with testimony at judicial proceedings.

Identifies and apprehends suspected offenders. Interviews and/or interrogates suspects and witnesses; conducts follow-up investigations of crimes and incidents.

Civil process and criminal warrants executed as required. Recovers lost and stolen property. Provides on-site examination of doors and windows of business establishments and vacation homes; inspection of licensed or questionable establishments.

Dispose of violations in every field of police control by warning, citation, or arrest. Investigates accidents.

Provides medical assistance and care. Cooperates with fire, ambulance, and other emergency response departments for services at scene of incidents.

Carries out properly the rules, regulations, policies, and department order, directives and instructions that pertain to the position. Writes complete reports of incidents in a timely manner and assists police chief as may be required.

Participates in a variety of in-service and training programs as necessary and may provide in-service training instruction to other department members

May be assigned to certain investigations, K-9 handler, or other technical or special support functions as necessary.

Performs other related work as 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 or part-time P.O.S.T. Police Officer License depending on status of position; and a minimum of six months of actual field police/law enforcement experience and would prefer one year or more of experience.

## 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.

Ability to learn modern police methods and procedures, basic first aid, and CPR

Ability to analyze situations quickly and objectively with the determination of the proper course of action as the final result.

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 periods of time in various types of weather conditions, including extreme heat and cold

Ability to read, speak and write effectively.

Skill in the use of police/law enforcement equipment.

Some skill in modern office practices, procedures and use of office equipment.

Some skill in record keeping and procedure of law enforcement.

Skill in the care and use of firearms.

Skill in establishing and maintaining effective working and public relations techniques with employees, department heads/supervisors, elected officials and the public.

## ACCOUNTABILITIES/CONDITIONS

Reports to: Police Chief or Police Sergeant

Work Direction: None

Work Coordination: None

Special Conditions: Minnesota Drivers License (valid)  
P.O.S.T. Police Officer License – Full Time or Part-time  
(Supervised)

Physical Conditions:

Ability to sit in vehicle and office furniture.

Ability to walk, stand, bend, squat, crawl, sit up and look up.

Ability to climb.

Ability to deal with heights.

Ability to see and observe various activities related to job.

Ability to hear voices, radios pager, and cries of people.

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 plus wind chills.

Ability to sustain work in adverse weather conditions to include snow, rain, wind and other elements for long periods of time.

F.L.S.A. Classification:

1. No Exemption Status
2. Non-Supervisory
3. Non-Exempt Overtime

Pay Equity Value Points: 236

\*The Chief of Police reserves the right to assign or delegate certain duties and functions at his/her discretion. Performing duties not explicitly listed in this job description does not entitle an officer to a different job title or additional compensation