

POLICE OFFICER

NATURE OF WORK

This is general duty police work involving the enforcement of laws and ordinances, the maintenance of general order in the city, and the performance of a variety of public relations duties.

Work involves responsibility for performing a variety of informational and public relations duties relative to maintaining general order and a peaceful climate throughout the city. Work also involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances on an assigned shift. Work is performed in accordance with department rules and regulations and consists of routine patrol, investigative, or traffic regulation duties. Work occasionally involves personal danger and employees must be able to act without direct supervision and exercise judgment in meeting emergency situations. Assignments, general, and special instructions are generally received from Police Supervisors, who review work methods and results through reports, observations, and discussion.

ESSENTIAL JOB FUNCTIONS

1. Patrols the City in a police vehicle to preserve law and order, prevent and discover commission of crime, apprehend criminals and offenders, and to enforce vehicle and traffic laws, directs traffic, and enforces parking ordinances.
2. Provides a variety of information pertaining to the City and surrounding areas; gives directions and advises the public as to regulations, ordinances, where to obtain requested information, and locations of buildings, businesses, and residents; answers other questions.
3. Maintains a peaceful climate throughout the City; responds to domestic complaints; prevents loitering, responds to nuisance calls pertaining to stray animals, excessive noise, trespassing, and others; attempts to prevent potential troublesome situations.
4. Conducts detailed and thorough investigations of criminal offenses including burglaries, robberies, vandalisms, assaults, and other crimes and checks a variety of sources for stolen property; apprehends and arrests violators; makes a thorough search of crime scene for evidence or clues gathered, and protects evidence; searches for and apprehends violators; takes pictures; serves papers; conducts some juvenile interviews.
5. Answers fire, accident, and other calls; mediates domestic disputes; delivers official city communications; assists victims and their families and friends; monitors residences of out-of-town citizens; prepares case, complaint, and shift reports; conducts preliminary investigations.
6. May perform lead work duties as required.
7. Performs special assignments such as those relating to school patrol or bicycle safety programs.
8. Performs other work as required.

REQUIRED QUALIFICATIONS

Must be licensed or eligible to be licensed as a full time police officer in the State of Minnesota at the time of hire. Two or more years of work experience of a high public contact nature. Valid driver's license with satisfactory driving record. Ability to acquire a valid Minnesota driver's license within 30 days of employment.

DESIRED QUALIFICATIONS

Bachelor's degree in law enforcement, criminal justice, or related field. Two or more years work experience performing police work or police support duties.

POLICE OFFICER JOB DESCRIPTION

PAGE 2

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the basic objectives of law enforcement and community relations.

Knowledge of the general statutes, ordinances, and regulations pertaining to police work.

Working knowledge of the problems and techniques employed in developing effective community and public relations.

Working knowledge of firearms and first-aid procedures.

Ability to cope with a variety of crisis and non-crisis situations firmly, courteously, tactfully, and with respect for the rights of citizens.

Ability to work independently with limited supervision.

Ability to learn and apply modern police procedures and techniques, principles of investigation and interrogation, and applicable laws and ordinances.

Ability to analyze situations quickly and objectively, and to determine proper courses of action under a variety of circumstances dealing with the entire spectrum of human behavior.

Ability to understand and carry out oral and written instructions.

Ability to write and speak effectively.

Ability to learn and effectively operate all central station communications equipment.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to acquire skill in the use and care of firearms, and in first-aid practices.

Physical strength and agility, good general intelligence, and emotional stability sufficient to meet police duty requirements.

POLICE OFFICER

PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	F	1 to 8	Work Alone w/out other	F	1 to 5, 7, 8
Moving About	F	1 to 8	Work With Others (the public or other employees)	F	1 to 8
Sitting	F	1 to 8	Work Around Other Employees	F	1 to 8
Physical Strengths and Demands			Public Contact	F	1 to 8
Lifting-Push & Pull While Stationary			Shift Work	F	1 to 8
Sedentary-up to 10 lbs.	F	1, 3 to 8	Extended Day	O	1 to 8
Light Work-11 to 20 lbs	F	1,3,4,5,7,8	Inside	F	1 to 8
Medium Work-21 to 50 lbs	O	1,3,4,5,7,8	Outside	F	1 to 8
Heavy Work-51 to 100 lbs	V	1,3,4,8	Confined Area	V	1,3,4,5,6,8
Very Heavy-over 100 lbs	V	1,3,4,8	Extreme Hot	O	1 to 8
Carrying-Push & Pull While Moving About			Extreme Cold	O	1 to 8
Sedentary-up to 10 lbs	F	1 to 8	Wet and/or Humid	O	1 to 8
Light Work-11 to 20 lbs	F	1,3,4,5,7,8	Noise	O	1 to 8
Medium Work-21 to 50 lbs	O	1,3,4,5,7,8	Vibration	V	1, 7, 8
Heavy Work-51 to 100 lbs	V	1,3,4,8	Mechanical Equipment	F	1,3,4,6,7,8,
Very Heavy-over 100 lbs	V	1,3,4,8	Electrical Equipment	O	1,3,4,5,6,8
Climbing	V	1,3 to 8	Pressurized Equipment	V	1,3,4,7,8
Balancing	F	1 to 8	Burning Material/Equipment	V	1,3,4,6,8
Stooping	O	1,3 to 8	Explosive Material/Equipment	V	1,3,4,6,8
Kneeling	V	1,3 to 8	Radiant Energy	V	5,6,8
Crouching	V	1,3 to 8	Moving Objects	F	1,3, 4 to 8
Crawling	V	1,3 to 8	High Places	O	1,3, 4 to 8
Reaching	F	1,3 to 8	Fumes/Odors	O	1 to 8
Twisting-Sitting	F	1 to 8	Dirt/Dust	F	1 to 8
Twisting-Standing	F	1 to 8	Gases	F	1 to 8
Handling	F	1 to 8	Poor Ventilation	O	1 to 8
Fingering	F	1 to 8	Other (Specify)		
Feeling	F	1 to 8	Other (Specify)		
Talking	F	1 to 8			
Hearing	F	1 to 8			
Seeing - Near Vision	F	1 to 8			
Seeing - Far Vision	F	1 to 8			
Seeing - Depth Perception	F	1 to 8			
Seeing - Color Vision	F	1 to 8	Codes:		
Seeing - Field of Vision	F	1 to 8	Blank - Not Present		
Smelling	O	1,3 to 8	V = Very Infrequent 1 to 2 times a week		
Walking	F	1 to 8	O = Occasional - Up to 1/3 of time a week		
Reading	F	1 to 8	F = Frequent - 1/3 to 2/3 of time		
Driving	F	1,2,3,4,5,6,8,	C = Constant - More than 2/3 of time		
Other (specify)					

PHYSICAL AND ENVIRONMENTAL JOB FACTORS