

POSITION DESCRIPTION

Police Officer

Department:	Police
Grade:	16
Bargaining Unit:	LELS
FLSA Status:	Non-Exempt
Reports To:	Police Sergeant, Police Chief
Date:	September 2021

General Purpose

Under limited supervision, this position performs law enforcement work such as routine patrol, preliminary investigations, crime control, and traffic regulation for the protection of life and property and prevention; and provides emergency services through the enforcement of laws and ordinances.

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

Limited 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 member.

Impact

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

Job Duties or Essential Functions

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

- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Responds to emergency radio calls and investigates incidents and takes appropriate law enforcement action.

- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; and investigates and renders assistance at scene of vehicular accidents.
- Summons ambulances and other law enforcement vehicles; and takes measurements and draws diagrams of crime scene.
- Prepares reports and records.
- Assists citizens with locked or stalled vehicles, crime prevention, drug resistance, traffic safety and other items as necessary.
- Participates in the investigation of criminal law violations; obtains evidence and compiles related information; prepares cases for filling of charges; and testifies in court as needed.
- Prepares information for issuance of complaints and criminal process related documents.
- Coordinates activities with other officers or other departments as needed.
- Conducts investigations of reported delinquency or complaints concerning juveniles; checks recreation centers and other areas requiring special police attention to prevent delinquency and assists in the carrying out of a delinquency prevention program.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Substitutes for Police Sergeants as needed.
- Maintains contact with general public, court officials and other City officials in the performance of police operating activities.
- 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 in Criminal Justice or related field.

Experience

No minimum amount of experience is required for this position.

Trainings, Certificates and Licenses

- Minnesota Driver's License; or be able to obtain by time of hire, without record of suspension or revocation in any State
- Peace Officer Standards and Training License

Other

- No Felony convictions and disqualifying criminal histories within the past seven years
- Must be able to read and write the English language
- Must be able to render credible testimony in a court of law

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

Bachelor's Degree in Criminal Justice or related field.

Other

Fluency in a second language

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, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, stand, walk, run, push/pull, lift and carry up to 100 lbs., feel, and smell; frequently sit, stand, and finger/enter data/keystroke; and continuously balance, talk, hear and drive.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple and firm handling or grasping.

While performing the duties of this job, this position will use their right foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions, 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 and cold, working at unguarded heights, 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.