

Job Title: Police Officer
Supervisor: Police of Chief

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible police work involving the protection and safety of the communities through prevention and control of crime, preserving peace, regulating traffic, and providing emergency services; performs related duties as required.

MINIMUM QUALIFICATIONS:

1. An associate's degree in law enforcement, criminal justice or a related field
2. Eligible to be licensed as a peace officer by the Minnesota Board of Peace Officer Standards and Training (P.O.S.T.) by the first day of employment.
3. Must possess a valid driver's license.
4. Must successfully complete a physical exam, psychological assessment, drug and alcohol screening, and background investigation. No felony convictions.
5. Knowledge of State Statutes and local ordinances.
6. Demonstrated verbal and written communication skills.
7. Knowledge and experience in computer operations, including word processing.
8. Ability to cope with situations professionally, courteously and tactfully and with respect for the rights of the citizen.
9. Ability to acquire skill in the use and care of firearms.

DESIRED QUALIFICATIONS:

1. A bachelor's degree in law enforcement or two years of equivalent work experience.
2. Knowledge of modern police service delivery and investigation methods and procedures.
3. Knowledge of recent developments, current literature and sources of information regarding modern police methods, techniques, and records.

TYPICAL DUTIES PERFORMED

1. The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.
2. Patrols the community to enforce laws, detect and prevent crime, and protect life and property.
3. Apprehends and arrests law violators, prepares written reports of crimes, and assists in prosecution of law violators.
4. Collects and preserves evidence.
5. Enforces traffic laws, operates radar and writes violations.
6. Responds to accident scenes, administers first aid until more qualified personnel arrive on the scene, directs traffic flow, and assists with the transport of patients.
7. Testifies in court as arresting officer.
8. Responds to domestic and bar disputes.
9. Checks businesses to ensure no vandalism or break-ins have occurred.
10. Performs or assists in the investigation of crimes.
11. Interview witnesses and victims and takes their statements; interrogates suspects.
12. Assists in making public presentations at schools and community functions, acts as an official at community events.
13. Transports prisoners.
14. Assists other agencies as needed.
15. Removes hazards in roadways and on sidewalks.
16. Trained and certified as First Responder.

17. Assists local funeral homes with police escorts.
18. Reviews reports made by other officers to determine activity in the community and potential problems.

KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of police procedures and techniques.
2. Working knowledge of federal, state and local laws.
3. Considerable skill in handling and discharging firearms in an efficient and safe manner.
4. Considerable skill to expertly drive a motor vehicle under any condition.
5. Considerable ability to analyze situations and determine appropriate action.
6. Considerable ability to respond quickly and appropriately to crisis and emergency situations.
7. Considerable ability to apply laws to specific incidents.
8. Considerable ability to observe and remember people, facts and circumstances.
9. Considerable ability to communicate effectively with others.
10. Working ability to prepare accurate and thorough reports.
11. Some ability to investigate crimes and accidents.
12. Considerable knowledge of computer systems, vehicle or office.
13. Considerable knowledge on use of force continuum.
14. Continual training on law updates and legislative changes.
15. Additional training and certification for Criminal Justice Information Center (CJIS); National Crime Information Center (NCIC); Criminal Justice Reporting System (CJRS).
16. Knowledge of running and maintaining criminal histories, license checks and registration checks.
17. Attend mandated POST Board continuing education class for use of force, defensive tactics and defensive driving.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, police baton, handcuffs, first aid equipment, FAX machine, and other equipment as designated by the Police Chief and BBPB. Working of on-board computer system (Mobile Dispatch Terminal); Taser, Defibrillator, Window Tint Meter, Preliminary Breath Test Instrument (PBT), and chemical sprays (MACE).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk, see and listen. The employee is occasionally required to stand; walk, run; use hands to finger, handle, or feel objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives

and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as represented by their supervisors. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.