

Police Officer

Job title:	Police Officer	FLSA Status:	Non-Exempt
Supervisor:	Chief of Police, Sergeant	Union Status:	LELS Police Officers Union
Work Schedule:	Varies by shift assignment	Benefits:	As outlined in contract
		Pay Grade:	10 (Wages in Union Contract)

Purpose

Performs intermediate protective services work patrolling assigned areas, preventing and investigating crimes, responding to emergencies, assisting the public, and related work as apparent or assigned. Work is performed under the general direction of the Police Sergeant - Patrol.

Communications

Internally - Frequent contact with all City employees.

Externally - Frequent contact, in person and by telephone, with the general public, criminal justice system personnel, and other emergency services personnel.

Essential Functions

- Detects and responds to law violations and hazards to public safety; inspects businesses and residential areas for signs of criminal activity.
- Maintains high visibility and responds to emergency and non-emergency calls; assists in the resolution of civil disputes or disturbances.
- Enforces laws governing the operation of motor vehicles and their operators and laws relating to bicycle and pedestrian traffic; observes and corrects hazards to motor vehicle and pedestrian traffic; assists disabled or distressed motorists; investigates motor vehicle accidents; issues citations and warnings; makes arrests.
- Promotes the Community Policing Philosophy within the department; maintains good community relations through communication and interaction with citizens and business people of the community; participates and represents the City and department at various functions.
- Responds to and secures crime scenes; directs other responding units; identifies, obtains, and secures evidence.
- Responds to and takes reports of incidents or crimes committed and/or criminal activity; completes follow-up investigation when possible; interviews victims, witnesses, suspects, and others.
- Prepares crime reports and assists investigator as needed.
- Assists prosecuting attorneys with the preparation of cases as directed; testifies in court.
- Assists in maintaining departmental equipment.
- Compiles reports and statistical law enforcement data as directed.
- Maintains working knowledge of Constitutional Law, State Law, case law, City Ordinances, and Department Policy and Procedures to effectively perform the required tasks and duties.

School Resource Officer duties

- Initiates police reports on criminal violations occurring on school district property.
- Conducts follow-up investigations as appropriate in cases involving students.
- Provides direct intervention in situations on campus presenting a serious threat to persons or property.
- Provides classroom instruction to students on criminal justice issues and topics.
- Coordinates the introduction of other criminal justice programs/instructors into the schools such as crime prevention, drug enforcement and chemical abuse prevention.
- Develops programs, which foster a cooperative community approach to problem solving between schools, parents, area residents, the police and other community groups.
- Maintains a practical approach to identification of specific problems and development of solutions relating to the school and the community.
- Acts as a resource with the juvenile court, family services and similar branches of the criminal justice system.
- Projects a positive image of law enforcement and works to foster a mutual understanding of appropriate roles and responsibilities between youth and the police.
- Consults with school administration, faculty and staff consistent with the goals of this position.
- Educates the public by speaking in front of groups, meeting with businesses and citizens, and participating in various department programs.
- Inspects and maintains vehicle and all personal and department equipment.
- Performs other related duties as assigned or apparent.
- Monitoring illegal or prohibited parking on campus property.
- Utilizes the building security monitoring system.
- Works after school events such as sporting events, dances, or other events.

Essential Knowledge, Skills and Abilities

- Knowledge, skill and ability to effectively use personal and department equipment.
- Knowledge of departmental policies, directives, and procedures.
- Basic knowledge of medical and legal practices and terminology.
- Skill in gathering appropriate information through interviewing victims, witnesses and suspects and contacting other law enforcement agencies.
- Skill in operating a police vehicle in all kinds of weather conditions and situations.
- Ability to use senses of sight, hearing and smell.
- Ability to use several types of vision (far, near, depth, peripheral and night)
- Ability to exert considerable physical effort and force when required during calls for service or emergency situation.
- Ability to comprehend and apply federal, state, county and city criminal, traffic and other civil laws.
- Ability to work independently and interact with many diverse groups such as juveniles, mentally ill persons and the elderly.
- Ability to analyze problems/situations and take decisive and effective action.
- Ability to prepare routine reports, case files, and correspondence in a coherent manner.
- Ability to provide effective and credible testimony at court and other proceedings at all times.
- Ability to maintain knowledge base and skill sets and keep up-to-date on law changes.

- Ability to speak, write, and understand the English language.

Minimum Qualifications

Associates/Technical degree in law enforcement or a related field and minimal experience working in law enforcement. Valid POST license. Valid Minnesota Drivers License. Must meet all state mandated and employer-required certifications, training, and medical requirements.

Physical Demands

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 over 100 pounds of force; work frequently standing, walking and sitting and occasionally requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; no special vision is required; 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, operating motor vehicles or equipment and observing general surroundings and activities.

Working Conditions

This work occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimers

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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read my job description and understand the duties of my position:

Employee's Signature

Date