

## **POLICE OFFICER JOB DESCRIPTION**

Position Reports To: Chief of Police

### Nature of Work:

This is general 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 reviewed by Chief of Police through reports, observations and discussions.

### Examples of Work:

- Patrols the City in a patrol car and on foot to preserve law and order, prevent and discover crime, apprehend criminals and offenders and to enforce vehicle and traffic laws and direct traffic.
- Provides a variety of information pertaining to the City and surrounding area; gives directions and advises the public as to regulations, ordinances, the locations of buildings, businesses, residences and answers other questions.
- Maintains a peaceful climate through the City; responds to domestic complaints; excessive noise and other such calls.
- Answers calls and radio complaints involving fires, automobile accidents and other misdemeanors and felonies.
- Conducts accident investigations and provides first-aid for injured, taking safeguards to prevent further accidents.
- Obtains and prepares statements from witnesses; prepares case for court, appears in court as a witness for the City.
- Performs other work as required.

### Desirable Qualifications:

A combination substantially equivalent to high school graduation supplemented by post-secondary training in police science.

### Special Requirements:

Employee must complete and satisfy all requirements as they pertain to the appointment of peace officers. Such requirements are embodied in rules and standards promulgated by the Minnesota Peace Officer Standards and Training Board or in opinions issued by the Minnesota State Attorney General.

Knowledge, Ability, and Skills:

- Knowledge of the basic objectives of law enforcement and community relations.
- Some knowledge of the general statutes, ordinances and regulations pertaining to police work or the ability to acquire such knowledge in a relatively short time.
- Working knowledge of firearms and first-aid procedures.
- Ability to cope with a variety of crisis and non-crisis situations firmly, courteously and tactfully.
- Ability to analyze situations quickly and objectively and to determine the proper courses of action.
- Physical strength and agility, good intelligence and emotional stability sufficient to meet police duty requirements.
- Ability to establish and maintain effective working relationships with other employees and the general public.