

25.3 POLICE OFFICER – DUTIES AND RESPONSIBILITIES

REPORTS TO: Police Chief/Sergeant

EFFECTIVE DATE: December 31, 1994

LAST REVIEW: January 2014

Position and Purpose:

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

Organizational Relationships:

This position reports directly to the Sergeant or the Chief of Police if so assigned. In the absence of the Sergeant or Chief of Police, this position shall report to the designated representative.

Job Duties and Responsibilities:

The objective of this position is to protect life and property in the community through the enforcement of the laws and ordinances.

A Police Officer maintains current working knowledge of professional law enforcement methods, weapons, and applicable laws and regulations, and provides some training to other officers.

The City is patrolled and checked and response given to situations observed and assigned.

The Officer confronts developing problem situations and apprehends suspects.

Physical evidence and persons are processed in accordance with standard procedures.

A Police Officer responds to emergency situations such as accidents, fires, natural disasters and acts of violence and aids the victims and those working to end the emergency.

In carrying out the duties of the job, an Officer must communicate with the public to resolve conflicts and provide law enforcement information.

Every Officer shall at all times of the day or night, within the boundaries of the City, preserve the city peace and protect the rights of persons and property.

D. Personnel Qualifications:

Social and average intelligence, leadership ability, tact, good character, medical and physical fitness, ability to treat the public with courtesy, and when the occasion demands, with firmness; ability to secure the confidence of the public in the fairness and effectiveness of performance of police functions; fundamental knowledge of police problems and procedures; familiarity with current developments in the field of law enforcement; ability to maintain cooperative relations with other city departments; ability to issue intelligible directions and orders and secure their execution; ability to exercise good judgment in matters pertaining to his/her specific duties.

E. Principle Accountabilities:

1. The Patrol Officer shall be responsible to the Chief of Police or his/her designate and be subject to their commands at any time.
2. Every Patrol Officer shall confine his/her patrol within the limits of his/her assignment, except in case of fire, arrest of prisoner, or other necessary absence of duty, until the Officer is properly relieved. If obliged to leave his/her assignment, the Officer shall notify, if practical, the station when he/she leaves and when he/she returns. The Officer shall give assistance in the protection of persons and property near his/her assignment if called upon in any case requiring immediate attention, but the Officer shall return as soon possible to his/her assignment.
3. The Officer shall enforce all provisions of the traffic law and ordinances as shall be consistent with department policy.
4. The Officer shall examine, as time will allow, all doors, gates, and windows of stores and public buildings in his/her area of assignment and shall notify the responsible parties of any unsecured buildings or businesses.
5. The Officer shall be diligent in observing the conditions of the public streets and sidewalks to see that they are safe and convenient for travel.
6. The Officer shall obey the orders of his/her superior officers, shall treat his/her superiors with respect and shall be courteous and considerate to them as well as to his/her fellow workers. The officer shall refrain from any public communications to their discredit and shall inform his/her superior officer of any neglect or disobedience of department orders or regulations. The Officer shall observe the laws and ordinances of the city and state and shall render his/her services to the City with courage, discretion and fidelity.
7. All Police Officers shall maintain excellent physical and mental health.
8. The Officer shall perform other duties and responsibilities as recognized in the Personnel Policy under job description.

ESSENTIAL JOB FUNCTIONS

1. Effectively patrol assigned areas within the City in a vehicle or on foot.
 - Checks security of business establishments and residences
 - Checks suspicious persons or vehicles.
 - Checks public gathering places, establishments that serve alcoholic beverages, and other licensed establishments.
 - Oversees closing of late night liquor establishments to ensure correct closing time and to prevent potential problems.
 - Gathers and disseminates information on persons involved in criminal activity, serving warrants and/or subpoenas as directed.
2. Manages traffic within the City to ensure the orderly flow of pedestrian and vehicular traffic.
 - Handles traffic congestion problems and directs traffic as needed to relieve congestion.
 - Removes hazards in roadways and on sidewalks and places barricades as needed
 - May assist with school safety patrol traffic and related matters.
 - Enforces all traffic laws and parking ordinances.

- Assists motorists and reports stalled or abandoned vehicles.
3. Responds to all distress emergency calls and other requests for law enforcement services.
 - Maintains order at accident or crime scenes.
 - Controls crowds at public and school events.
 - Administers first aid where appropriate.
 - Arranges transportation to the hospital as needed.
 - Responds to fire calls and medical calls.
 - Maintains order by intervening in public and private disputes.
 - Calls for such assistance as circumstances require.
 4. Investigates traffic accidents within the City.
 - Prepares reports on traffic accidents as directed.
 - Gathers evidence from drivers, witnesses, and vehicle inspection.
 - Makes reports and recommendations to City, County, or State officials concerning hazardous or unsafe conditions.
 5. Investigates complaints involving violation of City Ordinances, State, and Federal Laws.
 - Interview witnesses, victims, and suspects as appropriate.
 - Collects and preserves evidence and secure crime scenes.
 - Obtains signed statements when necessary to support any legal action.
 - Prepares reports when appropriate or as assigned.
 - Records all events in daily log
 - Reviews daily reports and the log to determine activity in the community and potential problems.
 - Presents evidence and testimony in court when required.
 6. Apprehends perpetrators and/or suspects involved in criminal activity in accordance with departmental policies and procedures.
 - Performs initial investigation work including identification.
 - Makes legal searches of persons, vehicles, and premises.
 - Inventories and processes evidence and property.
 - Safely transports prisoners.
 7. Prepares reports covering all aspects of law enforcement activities.
 - Properly completes all required reports pertaining to investigation, arrests, and public service calls in accordance with department policy.
 - Maintains all data privacy regulations within the department.
 - Makes City license inspections and reports as requested.
 - Prepares all required Animal Control reports.
 - Prepares all required First Aid reports.
 8. Maintains effective community relations within the City and Law Enforcement Community.
 - Responds promptly to citizen questions and requests for assistance.
 - Prepares and makes presentations concerning safety and crime prevention to students and community organizations.
 - Participates in public relations activities and educations programs as directed.
 - May engrave serial numbers into personal items at citizen's request
 - Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
 9. Assists in the operation of the Animal Control Program as directed.

- Enforces ordinances and laws.
 - Assists in the apprehension of animals.
 - Transports animals to the pound facility.
10. Ensures proper maintenance and safe operation of all vehicles and equipment.
 - Cleans police vehicle; fills police vehicle with gasoline.
 - Operates vehicles within department guidelines.
 - Reports all damage to vehicles and equipment.
 - Reports all loss of equipment or property.
 11. Maintains and develops individual Law Enforcement Skills.
 - Participates in training programs to maintain licensing requirements.
 - Keeps informed of changes in City Ordinances and State and Federal Laws.
 - Maintains proficiency with authorized firearms and other related equipment.
 - Maintains operating knowledge of all department equipment, policies and procedures.
 - Maintains physical fitness and conditioning.
 12. Performs other duties and responsibilities as needed or assigned.
 - When assigned, performs administrative duties including, but not limited to, office work and responding to telephone calls.
 - Reports matters requiring attention of other City departments to appropriate staff members or other government officials.
 - Picks up and deposits municipal liquor store daily deposits to bank.
 - Keeps firearms clean and operating.
 - Responsible for performing all other duties assigned.

EXTENT OF SUPERVISION PROVIDED AND WORKING CONDITIONS

A police patrol officer works under the direct supervision of the Sergeant or the Chief of Police and will be assigned to: changing shifts, night, weekend and holiday work; and varying assignments, including patrol on foot and by vehicle.

KNOWLEDGE AND SKILL REQUIREMENT

1. United States Citizen, minimum of 18 Years of Age.
2. Licensed or eligible to be licensed by the Minnesota Board of Peace Officer Standards and Training (POST).
3. Valid Minnesota Class C driver's license and satisfactory driving record.
4. Thorough knowledge of pertinent State and Federal Laws, City Ordinances, traffic laws and regulations related to law enforcement work.
5. Thorough knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.
6. Thorough knowledge of rules of evidence, arrest, search and seizure, to ensure admission in court as evidence or as legally accepted procedure.
7. Thorough knowledge of the functions and jurisdiction of the various County, State, and Federal law enforcement agencies.
8. Proficiency in the use of firearms in a safe and skillful manner from a variety of body positions under stressful conditions and the ability to use or operate other types of police equipment available for department use.

9. Knowledge of first aid and ability to apply first aid promptly in emergency situations.
10. Ability to hear, read, understands, and carries out written instructions.
11. Ability to communicate effectively in both written and verbal form and to prepare effective and complete reports using appropriate English grammar and spelling, and to perform mathematical computations as needed.
12. Ability to subdue and arrest resisting suspects using appropriate tactics and approved weapons.
13. Ability to competently perform strenuous physical activities to rescue and/or to protect self and others.
14. Ability to exercise independent judgment in determining reasonable suspicion for further investigation – probable cause for arrest, and proper use of force.
15. Ability to quickly process information and make decisions when situations demand that an immediate decision be made.
16. Ability to safely operate a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions such as fog, smoke, rain, ice, and snow.
17. Ability to carry out investigation functions such as observing, remembering and recalling events; interviewing witnesses and obtaining statements.
18. Ability to perform duties in a professional, courteous manner and to maintain a professional demeanor when confronted with verbal hostility and abuse.
19. Ability to exercise independent judgment effectively in performing job duties.