SENIOR POLICE OFFICER

POSITION SUMMARY

Incumbent serves as a Senior Police Officer at a squad level; May assume some supervisory duties in the rare absence of both the Corporal and Shift Sergeant; Responsible for patrolling the streets of the city to enforce laws and ordinances while assuring the safety and security of the residents; Responds to calls for service, both emergency and non-emergency; Investigates and completes reports associated with the investigation of criminal activity and vehicular accidents; Performs a multitude of various other tasks and details associated with general police work..

RESPONSIBILITIES

Essential Duties

- Duties are multiple and diverse yet focused on the detection and apprehension of criminals and general violators of law and/or ordinance.
- Mentors and provides guidance and technical support to junior officers and may assume Shift Commander responsibilities on a rare occasion in the absence of both the Corporal and Shift Sergeant.
- Patrols city streets, responds to emergency and non-emergency calls for service. Addresses complaints from the public and ensures that all calls for service are handled properly, expeditiously and professionally.
- Conducts investigations into crimes, accidents, and emergency situations while preparing traffic, criminal and other reports.
- When assigned to Criminal Investigations Unit: Performs in depth investigations of assigned cases, processes crime scenes and participates in on-call rotation.
- When assigned to School Resource: Works directly with the public school system while patrolling and monitoring in-school related activities and issues. Coordinates crime prevention and community related programs and activities.
- When assigned to Narcotics Task Force: Works directly with Bureau of Criminal Investigations concentrating on controlled substance/narcotic related investigations; Investigates other criminal matters as assigned by the Criminal Investigations Unit and participates in the (CIU) on-call rotation.
- Performs other duties of a similar nature or level. As required

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry):

- Dickinson Police Department General Orders (GO) and Standard Operating Procedures (SOP);
- Traffic and criminal law;
- Current law enforcement procedures and techniques;
- Judicial process;
- Appropriate emergency procedures and responses;
- Firearms, restraint and self defense techniques.
- Conducting investigations;
- Conflict Resolution;
- Effective oral and written communication skills.
- Using a variety of office equipment and related applications;

- Familiarity with city streets and geography;

Judgment/Decision Making:

- Performs duties with very limited supervision operating within the scope and parameters of established departmental policy/procedures, criminal/traffic law, and constitutional guidelines.
- Refers operational, procedural, policy and personnel issues to Police Corporal or Police Sergeant.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Mentors and provides guidance and technical support to junior officers.
- May be assigned as Field Training Officer for assigned crew and may assume Shift Commander responsibilities in the rare absence of both the Corporal and Shift Sergeant.

Relation to Others:

- Regularly works with multi-agencies and has significant contact with the general public in regard to police services.
- Participates in shift meetings providing input and vision to help identify key operational and personnel concerns to assigned Corporal and Sergeant at a squad level.
- Prepares and conducts public relations activities.
- May be asked to mediate junior officers in times of conflict while assessing and diffusing problem situations during multiple medium risk events.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Degree (G.E.D.)
- Minimum of 30 Semester Hours of College Credits
- Three years' experience as a ND POST Licensed Dickinson City Police Officer

Special Requirements (at entry):

- Licensed Law Enforcement Officer in the State of North Dakota;
- Valid ND Drivers License
- 240hrs of POST Certified and Documented Law Enforcement Training (excluding LE basic training hours) to Include the Completion of Eight Recognized Emergency Management ICS Related Courses
- One Year Experience as a Special Operations Team Member or Field Training Officer or have routinely participated in other Special Duty Assignments for the past 2 years.

WORKING CONDITIONS

SENIOR POLICE OFFICER

Environment:

- Work is performed in an ever changing and atypical environment related to police services. Arbitrary exposure to physical harm and a possibility of loss of life associated with dealing with the criminal element. Threats are difficult to identify and protect against.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, gases, blood, body fluids, chemicals, extreme temperatures, inadequate lighting, and travel.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

CLASSIFICATION: Grade PD-2

FLSA: Non-Exempt
Created and updated to new format: 10/16/15
Approved by CSC: 10/20/2015
Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.