Police Officer

POSITION SUMMARY

Incumbents are responsible for collaborating closely with the community to preserve peace and promote public safety through high visibility patrol of local streets, prevention and suppression of crime and proactive enforcement of State Law and Municipal Ordinances as necessary. Typical work activities include but are not limited to emergency response, facilitation of arrests, traffic regulation, investigation of crime and/or criminal activity, rendering general assistance and/or first aid as needed, compiling official reports and other documents and providing court testimony among a variety of other tasks associated with police work. Incumbents will be required to work extended, rotational and unscheduled shifts.

RESPONSIBILITIES

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Shares pertinent, non-sensitive information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility with limited supervision. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the department and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with the general public and coworkers . Serves as a positive role model for others.

Essential Duties:

- Preserves the peace and protects life while responding to emergency and non-emergency calls for assistance and active disturbances.
- Responds to complaints, accidents, disturbances and/or any requests for police response, assesses situations quickly and objectively, and determines most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing.
- Performs preventative, high visibility patrols (i.e. via foot, patrol car and/or bicycle) and other crime prevention duties within city limits in order to enforce all state and local laws and regulations, provide security, and detect, suppress and prevent nefarious activities.
- Investigates any reported crimes by gathering, securing and documenting evidence, interviewing witnesses, recording and submitting pertinent information, facilitating arrests and testifying in court.
- Prepares incident and accident reports, affidavits, citations, legal documents, memorandums, and other job-related forms and documents; Uses computers and a variety of federal, state and local data bases, software programs and intelligence resources as necessary in the performance of official duties.
- Performs service related activities while establishing and cultivating effective working relationships with citizenry and community stakeholders to consistently build and improve police-community relations.
- Maintains a professional image, physical conditioning, continuing education, training and equipment proficiency necessary to perform official duties efficiently, effectively and professionally. Upholds the current mission and vision of the department at all times.

- Performs other duties, tasks and directives as assigned .

Knowledge, Skills, And Abilities (position requirements at entry and/or to be learned within a short period of time):

- Basic knowledge and skills to successfully complete a comprehensive Police Field Training Officer program
- Ability to observe and accurately record situations analytically, competently, concisely and objectively
- Basic knowledge of Traffic and criminal law with the ability to provide enforcement objectively, fairly and impartially
- Basic understanding of procedural and constitutional rules of law
- Ability to properly care for, use and qualify (per department & ND POST standards) with a department issued firearms
- Ability to operate and care for a motor vehicle under routine and emergency conditions
- Ability to learn, input and navigate the current department Records Management System (RMS) and a variety of software programs and office equipment.
- Ability to communicate effectively and efficiently using a 2-way police radio.
- Ability to follow orders and maintain a structured chain of command
- Ability to fluently speak and write in English.

SKILLS

Education And Experience (position requirements at entry):

- High School Diploma or General Equivalency Degree (G.E.D.) Must be at least 20 years of age.
- Additional college level course work and specialized training in law enforcement, criminal justice, or related field is highly desirable.
- Associate degree preferred.

Special Requirements (at entry):

- Valid Driver's License
- Must be a US Citizen, or in resident alien status as defined by the Immigration and Naturalization Service laws and regulations.
- Full-time licensed ND Peace Officer within one year of hire.
- Must be able to provide unimpeached, sworn courtroom testimony as related to Giglio v. United States, 405 U.S.150
- Must be of sound mind and health and physically able to perform the essential functions of a Police Officer.

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WORKING CONDITIONS

Physical:

- Positions in this class typically require: sufficient physical ability to work in a law enforcement setting and an office setting, restrain or subdue individuals, walk, sit, or run for prolonged periods of time. Requires climbing, balancing, stooping, bending, kneeling, crouching, reaching, twisting, standing, driving, sense of touch, finger dexterity, gripping with hands and fingers and repetitive motions. Ability to speak and hear to exchange information.
- Incumbents must be able to pass any and all physical fitness requirements/standards currently dictated by the ND Law Enforcement Training Academy.
- Incumbents will be required to bear the constant weight of police safety equipment (ballistic vests) and a variety of other donned job related tools (gun belt) on their person.
- Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, gases, blood, body fluids, chemicals, extreme temperatures, inadequate lighting, and travel.
- Frequently requires 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.
- Occasionally requires 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.

Vision: Ability to see in the normal visual range with or without correction (to 20/40).
Hearing: Ability to hear in the normal audio range with or without correction.

Classification And History: Grade PD-R1- Recruit, Grade PD-1 – Police Officer
Draft prepared: by Fox Lawson and Associates LLC (JPF), Date: 6/99
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