

**CITY OF BELLE PLAINE
POSITION DESCRIPTION**

POLICE OFFICER

DEPARTMENT: Police
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Patrol Sergeant
SUPERVISES: None

DEFINITION:

Under the general and technical supervision of the Patrol Sergeant, the Police Officer is responsible for the maintenance of order, the enforcement of State and Federal Laws, and local ordinances, the prevention of crime, and the protection of life and property within the City, and shall perform related duties as required

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs such other duties, as directed by the Chief of Police or immediate supervisor, consistent with Federal and State Laws and Local Ordinances.
- Maintains contacts with other Law Enforcement agencies and professional police organizations.
- Prepare and present programs to the public on Law Enforcement functions and safety related education.
- Applies community-oriented policing philosophy.
- Pro-actively patrols an assigned geographic area and conduct security checks as needed. Maintain knowledge and recognize neighborhood characteristics which affect the incidence of crime and disorder.
- Responds to all distress or emergency calls, administer first aid and investigate and report traffic accidents as required.
- Investigate and prepare reports on traffic accidents as directed. Gathers evidence from drivers and witnesses, prepares diagram of the scene and reports for police record.
- Enforces city ordinances, and state and federal laws in a fair and uniform manner according to established department policies and procedures.
- Makes arrests and searches as required. Safely transport prisoners as may be required in accordance with approved department policies. Present testimony as required in court.
- Investigates complaints concerning violations of various city ordinances and state and federal laws including interviewing/interrogating witnesses or suspects and collects and preserving evidence. Maintain order at accidents or crime scenes and obtain signed statements when deemed necessary to support potential legal action.
- Uses assigned equipment available through the department in a safe and responsible manner, i.e., firearms, automobiles, computers, radios, radar, etc. Disseminate and receive information through telecommunication duties including but not limited to computers, radios, phones, email, pagers and recorders.
- Prepares clear and accurate reports in accordance with department policies.
- Serves warrants, subpoenas or other court administration functions as required.
- Recognizes opportunities and when appropriate, provide counsel, guidance and service to the public as a means of developing community understanding and cooperation (public relations).
- Reports significant law enforcement information to sergeant or assigned supervisor. May also report significant information to other city staff, officials, or responsible person(s) as needed based on the situation.

- Demonstrates commitment to teamwork when working with other police department members and various city department personnel on problem solving efforts.
- Participate and assist in training or extra activities beyond the normal functions.
- Provides the department with technical assistance, as needed or assigned, in area of expertise.
- Performs other duties as assigned or apparent and/or as required by the Mayor or City Council, consistent with Minnesota Statutes and City Ordinances or Resolutions.
- Officers may be assigned to one or more special assignments or a combination of special assignments.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to read and write reports, documents, and citations, etc.
- Knowledge of applicable State Statutes, investigate procedures and techniques, court decisions and other legal guidelines, and current law enforcement practices and techniques.
- Ability to enforce laws and make arrests
- Ability to investigate crimes and complete follow-up investigations.
- Knowledge of principles, practices, trends and procedures of law enforcement administration, knowledge of Use of Force, and Enhanced Use of Force policies and procedures and law enforcement best practices.
- Have and maintain a reputation of being a team player
- Ability to deal courteously with the public, de-escalate situations, control the situation and represent the city in a positive and professional manner.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Knowledge of civil and criminal court proceedings.
- Knowledge of modern law enforcement methods and procedures including rules of evidence, forensic interviewing, investigative techniques, report writing and documentation.
- Ability to quickly become familiar with the geography, buildings, road systems and area of concern in the City of Belle Plaine.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to use computers and relevant software.
- Ability to maintain effective public relations and deal with hostile, emotional or aggressive persons.
- Ability to administer operating rules and procedure under management guidance.
- Ability to communicate effectively with others and maintain strict confidentiality.
- Ability to work independently, without direct supervision.
- Ability to prepare accurate and thorough reports, enter data and use computer word processing programs.
- Ability to communicate effectively , both orally and in writing with people from all cultures and backgrounds.
- Ability to work extended hours as necessary and subject to call-out 24/7.
- Skilled in use of law enforcement equipment and vehicles.
- Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives in matters requiring cooperation, explanation and persuasion.
- Ability to manually direct traffic.
- Ability to apply police principles, practices, and procedures consistently and fairly to solve police problems.
- Ability to shoot/use handguns, rifles, and shotguns to department standards.

MINIMUM QUALIFICATIONS:

- Associate degree in law enforcement from P.O.S.T accredited college.
- Minnesota POST Board License
- Current CPR and First Aid certifications.

- Use of Force certification.
- Firearms and Taser certification.
- First Responder training needed upon hire.
- Eligible to carry firearm in Minnesota.
- Physically capable of performing essential duties and responsibilities of the position.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in law enforcement, criminal justice or related area.
- Current certification and First Aid.
- Formal training and/or previous work experience in the area public relations and community engagement.
- Working knowledge of a second language.

CONDITIONS OF EMPLOYMENT:

- Valid MN driver's license with good driving record.
- Must be able to pass both drug, physical and psychological evaluations for suitability for service as a law enforcement officer prior to starting employment.
- Ability to pass any required testing procedures.
- Meet background check requirements.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Speak, read, write and understand English:
- Ability to see, hear and remember people, evidence, facts, and circumstances at all times of the day and night requiring both color and night vision.
- Ability to stand, sit, and walk for long periods of time without interruption.
- Ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Ability to chase and subdue suspects or law violators as needed.
- Ability to work all three shifts, weekends and holidays, be on call and respond to calls during non-work hours. Ability to lift and carry or drag evidence or people from floor to waist weighing up to 100 pounds.
- Ability to work with or around irritants, fumes, infectious disease and hazardous chemicals at an accident or fire scene involving vehicles or chemical plants.
- Complete standardized department drug, physical and psychological tests.
- Ability to manually direct traffic.
- Ability to talk into and listen to a standard telephone.
- Ability to speak loudly and clearly.
- Ability to hear normal conversation.
- Ability to pull, push, twist and turn as needed in apprehending suspects or assisting at an accident scene.
- Ability to tolerate exposure to extreme cold, extreme heat, temperature changes, wet, humid, noise, and atmospheric conditions.
- Ability to tolerate exposure to hostile, aggressive or assaultive behavior by members of the public.
- Correctable eyesight of 20/20 with both eyes, uncorrected 20/100 each eye. Ability to use close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision.
- Ability to shoot/use handguns, rifles, and shotguns to department standards.
- Ability to push, pull, climb, balance, stoop, kneel, crouch, crawl, reach, handle, grasp and use sense of touch to feel and complete heavy-duty work.

- Run one block (300 ft.) in 20 seconds.
- Ability to drive a vehicle.

The 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.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Belle Plaine.

Employee Signature

Printed Name

Date