



POLICE OFFICER

Job Description

Approved: [Click or tap to enter a date.](#)
Last Revised: 7/26/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Police Officer	WORK/PAY STATUS:	Full-Time, Hourly Part-Time, Hourly
SUPERVISOR:	Police Chief	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Police Chief	UNION STATUS:	Union
DEPARTMENT	Police	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK: Police officers perform intermediate protective service work involving a variety of general or support duty police assignments including enforcing laws, investigating criminal activity, ensuring public safety, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to: Police Chief

Works closely with: Fire department, ambulance department, police reserve, city administration

Communicates with:

Internally: Police Chief, Police Officers, records staff, and all other city staff and volunteers

Externally: Other police officers, county sheriff's and deputies, state patrol; 911 dispatch and staff of other state and federal agencies; health and human services; tourists and city residents

Supervises: None

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is no exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.

PATROL, INVESTIGATIONS, COMMUNITY POLICING, RESPONSE, SCHOOL RELATED ACTIVITIES	<ul style="list-style-type: none"> a. Enforce traffic laws to ensure safe travel throughout the city of New Richland b. Enforce other local, state, or federal laws in the City of New Richland c. Attend seminars and training sessions so as to present programs to the community d. Respond to emergency calls such as, but not limited to domestic disputes, assaults, threats and any threat to life e. Respond to all medical and fire calls within the City of New Richland or the New Richland Ambulance and Fire Department service area as requested
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	<p>f. Respond to non-emergency calls such as, but not limited to theft, criminal damage to property, shoplifting, animal at large, etc.</p> <p>g. Work closely with school principals and superintendents, teachers, and students to maintain a positive relationship and create a safe learning environment for students</p>
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VI. OTHER DUTIES & RESPONSIBILITIES

➤ Performs other duties as directed by the Police Chief or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ City and relevant County ordinances, Council Resolutions & directives; City and departmental policies and procedures ▪ Relevant state and federal laws/rules/regulations including court decisions ▪ City and Department’s organizational structure, operations, programs, and activities ▪ City’s geography, business & residential areas, and infra- & super-structure ▪ Principles and practices applicable to modern law enforcement/policing and community policing ▪ OSHA and other safety-related laws, rules, and regulations ▪ Office automation and other technologies useful for municipal operations 	<ul style="list-style-type: none"> ▪ Establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ Communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation ▪ using office software and ensuring information technologies help to increase work productivity ▪ operating a patrol vehicle and using personal and departmental weapons 	<ul style="list-style-type: none"> ▪ handle not public data and other sensitive information IAW state statute and City policy ▪ keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) ▪ Continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ Work independently and with a high level of initiative & resourcefulness ▪ Cope with the mental stress of the position ▪ Interact with various local & community organizations ▪ Operate a personal computer and other typical office machines ▪ Use active listening skills and receive input/feedback (and constructive criticism) on performance ▪ Promote work products that are complete, accurate, and error-free ▪ Work beyond normal work hours as well as evenings, some weekends, and holidays

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, video recording equipment and other recording devices, various medical and other emergency response equipment. Specialized police equipment including: MDC/Laptop, ballistic vest, Firearms, Baton, Taser, Mace, handcuffs, and radar.

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

<p>For Use in Hiring and Promotions</p>	<ol style="list-style-type: none"> 1. Associates degree in police science, law enforcement, or criminal justice 2. Licensed as a peace officer with MN POST Board or eligible to be licensed (at the time of appointment) 3. Valid Minnesota Class D driver’s license (or ability to obtain within employer’s time-frame) AND satisfactory driving record 4. Certification as a First Responder or Emergency Medical Responder (First Aid and CPR) 5. Must meet the same MN POST Board minimum selection standards for hiring a patrol/police officer
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X. PREFERRED QUALIFICATIONS (not all-inclusive)	
<i>Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation – might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.</i>	
For Use In Hiring and Promotions	<ol style="list-style-type: none"> 1. Bachelor’s degree in police science, law enforcement, or criminal justice 2. Previous experience as a full-time police officer

XI. WORKING CONDITIONS (summary only)	
<i>Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position’s essential functions, may be permitted to comply with federal and state disability laws.</i>	
Response Time Requirement of 30 Minutes	<p>Works regularly in an indoor/outdoor setting which may include driving a vehicle or sitting at a desk for an extended period of time and working on a computer. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, and hearing. Physical demands also include moving around the office, the police area, in and out of vehicles, and city hall building and can involve reaching, pulling, pushing, grasping, and holding. Regularly exposed to outside weather conditions. Operates departmental vehicles. Works beyond normal work hours as well as evenings, some weekends, and holidays. May serve on-call and must be able to personally respond to urgent and emergency situations for police officer position and emergency response duties.</p>

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards & security measures- only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. *(Note: Refer any questions to the City Administrator)*