

POSITION IDENTIFICATION

Title:	Police Patrol Officer	
Department:	Police	
Status	Full Time	Non-Exempt
Salary Schedule:	Monthly	LELS Union Local #31

POSITION SUMMARY The Police Officer's primary responsibilities include but are not limited to, the maintenance of order, management of the fear of crime, enforcement of the law, and delivery of emergency services through the application of responsible, professional enforcement activity, the employment of crime prevention techniques and the provision of available community services.

I. ESSENTIAL FUNCTIONS OF A POLICE OFFICER

- A. The officer will develop knowledge and awareness of the community through routine patrol and will intervene in observed but unreported dangerous, suspicious, or criminal conditions and/or activities.
- B. The officer will promptly respond to calls for assistance and service.
- C. The officer will enforce traffic law and investigate traffic accidents.
- D. The officer will respond to and investigate criminal incidents, collecting and preserving all available evidence.
- E. The officer will understand the importance of crime deterrence and promote crime prevention knowledge, techniques and practices.
- F. The officer will work to resolve disputes, both public and private, between members of the community.
- G. The officer will prepare all required reports and other documentation in a timely, clear, and concise manner, appropriate for court action and in accordance with department standards.
- H. The officer will promote and participate in a positive, open, effective, and efficient work relationship within the department and between the department and the community.
- I. The officer will perform all of the functions of a police officer in a manner consistent with a respect for, and a guarantee of, all basic human, civil, and legal rights for every person encountered whether innocent or guilty.
- J. The officer will maintain the ability to effectively and honorably testify in court proceedings.
- K. The officer will perform any other assigned duties to the best of his/her abilities.

II. ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- A. The ability to listen and understand, to speak and be understood, and to write clearly and effectively.
- B. The ability to operate a motor vehicle safely, possibly under conditions of extreme stress, and while engaged in other tasks.
- C. A working knowledge and understanding of relevant City Ordinances, State Statutes and Federal Titles.
- D. The ability to make mature decisions in accordance with legal principle and sound human - relations skills quickly and under difficult conditions.

- E. A comprehension of the rules of evidence and the ability to gather and preserve such evidence to a manner consistent with those rules.
- F. An understanding of the rules governing the use of force, including deadly force, and the ability to utilize both lethal and non-lethal weapons and tactics in accordance with all applicable local, state or federal rules and the policies and procedures of this police department.
- G. An understanding of the rules of arrest and the skills necessary to safely complete an arrest with the least physical force required.
- H. A knowledge of and ability to properly use and maintain the equipment used in law enforcement including motor vehicles, communication devices, computers, video and audio recording devices, firearms, ammunition, etc.
- I. The ability to work both indoors and out under a variety of environmental conditions, some of which may be potentially harmful.

III. MINIMUM REQUIREMENTS

- A. Post Board License or be able to acquire one within a reasonable time to be set at time of hiring by the Chief of Police. (Post Board Licensing requires at minimum a two-year technical degree in law enforcement or the equivalent and passage of a reciprocity exam if applying from out of state.)
- B. Valid Minnesota Class D driver's license.
- C. Basic computer skills; ability to successfully use common computer programs such as Microsoft Word, Excel and Outlook.

IV. DESIRABLE QUALIFICATIONS

- A. Four year and/or post graduate degree in law enforcement or related field.
- B. Previous law enforcement experience.
- C. Prior related experience in corrections, dispatch, reserves, security, etc.
- D. Other specialized training and certification through workshops and seminars.
- E. A history of community involvement in civic, service or volunteer organization to include membership and leadership roles in such organizations.
- F. Fluently speak, read and write a foreign language including sign language.

NON-DISCRIMINATION POLICY

The City of Crookston does not discriminate on the basis of handicap status in the admission or access to, or treatment, or employment, in its programs and activities.

AA/EOE

V. AMERICANS WITH DISABILITIES ACT REQUIRMENTS

A. GED Requirements:

1. Mathematical development (GED level 2): Must be able to multiply, divide, use fractions and read graphs.
2. Language Development (GED level 3): Must be capable of reading ordinances, State Statutes and Federal Titles and understand their meaning, write reports with proper grammar and speak correctly in public.
3. Reasoning Development (GED level 4): Must be able to interpret instructions and use logic to solve concrete problems.

B. Physical Demands:

1. Vision: Normal vision needed with or without correction. Requires both near and far acuity.
2. Hearing: Normal hearing needed. Police personnel must discriminate among sounds with a great deal of background noise.
3. Speech: Must be able to communicate effectively with others.
4. Lifting Needed: The Police Officer may on occasion be required to lift or drag 100 pounds minimum at waist high or move at waist high (rescue of persons or other needs).
5. Walking/Mobility Needed: Must be able to walk or crawl while carrying or lifting. Must be able to ascend and descend stairs and ladders. Must be able to steady oneself and keep from falling.
6. Hands and Arms: Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with the hands); fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, texture, or temperature by means of receptors in skin, particularly those of the fingers).
7. Must be able to pass any required physical tests that relate directly to the performance of the job tasks.

VI. ENVIRONMENT

- A. Primary: While wearing personal protective gear (weighing up to 10 lb.'s and other gear on belts weighing up to an additional 17 lb.'s) be able to run, operate a vehicle and possibly engage in a violent physical attack or defense. The Police Officer may work in extreme weather conditions that could be well below zero degrees. The Police Officer may also encounter rain, sleet, or snow as an environmental discomfort while performing duties.

Secondary: Frequently encounters noise and/or vibration exceeding 80 decibels

- B. ~~(constant~~ or intermittent) to cause marked distractions or possible hearing loss.