



Job Description

JOB TITLE: Police Officer		DEPARTMENT: Police Department
REPORTS TO: Chief of Police and Sergeant	SUPERVISES: None	FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 10/03/2022		

POSITION SUMMARY

Under limited supervision, this service position performs law enforcement work such as routine patrol, preliminary investigations, and traffic regulation for the protection of life and property and prevention and control of crime, preserving peace, regulating traffic, and providing emergency services through the enforcement of laws and ordinances. Special assignments may be received which call upon specialized abilities and knowledge usually acquired through experience, training, or education.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Enforces criminal and civil laws of United States, State of Minnesota, and the City of Plainview. Enforces court decisions, executes warrants and other appropriate services as directed, making arrests for violations of the laws and ordinances.
- Patrols, either by foot or patrol vehicle, providing traffic control and assistance when and where needed. Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Reports matters which require attention to other city departments and provides mutual aid assistance to other agencies outside the City of Plainview.
- Acts on calls or complaints from citizens of crimes committed and calls for information and assistance.
- Investigates crimes and accidents reported, performs supplemental or follow up investigations, conducts interviews with complainants, victims, witnesses, and suspects and takes written or recorded statements.

- Searches for, evaluates, collects, and processes evidence, and provides testimony or evidence in court.
- Processes and fingerprints prisoners as required.
- Locates or searches for lost/missing persons, animals, and property.
- Initiates, makes, and completes required reports, paperwork, and documentation.
- Performs other duties as requested.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate degree or equivalent training at a technical or vocational school with a focus on criminal justice, law enforcement, or related field

Experience

No experience required.

Trainings, Certificates, and Licenses

- Possess a valid Peace Officer License issued by the Minnesota Police Officers Standards and Training Board (P.O.S.T.), or certified by P.O.S.T.
- Possess a driver's license valid in the state of Minnesota

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred to exceptionally perform all the functions of this position.

Education

Four-year Bachelor's Degree with a focus on criminal justice, law enforcement or a related field

Experience

One (1) year of police experience in a city or municipality

Trainings, Certificates, and Licenses

- Possess a valid Peace Officer License issued by the Minnesota Police Officers Standards and Training Board (P.O.S.T.), or certified by P.O.S.T.
- Possess a driver's license valid in the state of Minnesota
- Possess firearms qualifications, evasive driving techniques, narcotic interdiction, and field-testing experience
- Possess basic First Aid and CPR training

COMPLEXITY

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

RESPONSIBILITY

Supervision

Limited direction is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team lead or project lead.

Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the city, influences internal or external operations, or impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb 5 to 200 steps, kneel, crouch, squat, crawl, reach above shoulder level, run, push/pull 1 to 150 lbs., lift 1 to 400 lbs., carry 50 to 200 lbs. This position may frequently balance, bend/stoop, sit, and perform repetitive motions; and continuously sit, stand, walk, finger/enter data/keystroke, feel, talk, hear, smell, and drive.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping, firm handling or grasping and fine handling or manipulation.

While performing the duties of this job, this position will use their right and left foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters, exposure to extreme heat, exposure to extreme cold, working at unguarded heights, exposure to infectious diseases, work around prisoners or mental patients, work around or handle weapons, work includes defending self and others from bodily harm and exposure to smoke and fire.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Department Head

Date

City Administrator

Date