

CITY OF WORTHINGTON

POSITION GUIDELINES

JOB TITLE: Police Officer **CLASSIFICATION:** Nonexempt
DIVISION: Public Safety **DATE APPROVED:** 12-20-93

SUMMARY

Performs patrol, investigations, traffic and other law enforcement activities during an assigned shift. The main emphasis is implementation of plans and directions as prescribed for the protection of lives, property, prevention of crime, enforcement of all laws and maintenance of public order.

ACCOUNTABILITIES

Reports to: Police Sergeant
Supervises: Has no supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs car or foot patrol, investigation, traffic, emergency response and other law enforcement activities during an eight-hour daily rotation work shift. Includes, but is not restricted to handling citizen complaints, information and assistance requests, disputes, criminal activities, nuisance calls, emergency care, arrests, property recovery, animal control, accident investigations, first aid, etc.
2. Participates in Police Officer training and public safety preparedness programs. Includes maintaining a thorough knowledge and understanding of federal, state and local laws and regulations related to police performance.
3. Establishes and maintains proficiency and safety awareness with firearms, non-lethal restraint, motor vehicles, communication equipment and other public safety equipment. Includes maintenance of assigned and departmental equipment, and periodic qualification tests.
4. Actively supports good community relations through courteous and professional dealings with individuals and the public in general. Participates, as assigned, in public relations programs and civic or community group safety programs. Related duties will include unscheduled security checks of unoccupied businesses and residences, and conducting tours.
5. Performs record keeping, reporting functions and communication procedures required by federal, state, local and department laws and regulations. Ensures proper initial and follow-up records are prepared and retained to adequately document all aspects of Police Officer performance. Prepares correspondence or special reports as requested.

6. Supports organization effectiveness by promoting positive attitudes toward the Public Safety Division, its personnel and its policies or procedures.
7. Testifies in court and signs court documents as needed. Assists attorneys in their prosecution of offenders.
8. Maintains a constant awareness of public safety. Courteously informs citizens of potential security defects or risks. Notifies proper authorities of public safety or traffic hazards. Reports weather, accident, fire or other impending conditions that threaten public safety.
9. The foregoing statements describe the principal functions of this position, but shall not be construed as an exclusive listing of all inherent requirements for the position.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

EQUIPMENT

Motorized vehicles, personal computers, radio equipment, copy machine, fax machine, calculator and telephone

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works a 40 hour work week working rotating shifts, occasionally working outdoors, sometimes in conditions that may be inclement and at other than normal working hours.

The noise level in the work environment is usually moderate.

JOB REQUIREMENTS

1. Minimum Qualifications

Up to one year of law enforcement work, requires knowledge gained through specialized courses in law enforcement acquired by completing two years of college, vocational or technical school.

2. Desirable Education and Experience

Two years of law enforcement work, requires knowledge gained through specialized courses in law enforcement acquired by completing two years of college, vocational or technical school.

3. Certification Required

Must be licensed by the Minnesota Board of Peace Officers Standards and Training, and must have and maintain a valid State of Minnesota drivers license.