

POLICE OFFICER



Department:	Police
Reports To:	Sergeant
Status:	Full Time
FLSA:	Non-Exempt
Revision Date:	February 12, 2016; May 19, 2017; January 5, 2018
Union Status:	Union
Supervises:	None

PURPOSE OF THE POSITION:

This position is responsible for fulfilling the mission of the Northfield Police Department to enhance the quality of life in our community by working with the community, within the framework of the United States Constitution, to enforce the laws, preserve the peace, reduce fear and provide for a safe environment for all our citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in uniform traffic enforcement and interdiction efforts, promoting safe practices and providing a safe environment in which to live including:
 - Responding to calls for service/citizen calls and complaints.
 - Patrolling the City.
 - Preparing and completes reports.
 - Preparing for court and testifies as needed.
- Performs investigative functions as needed.
- Assists in criminal prosecutions.
- Assists citizens by reducing fear of crime and victimization. Work with victims of crimes, identifying their difficulties created by the victimization.
- Anticipates and communicates public interest and concerns about policing.
- Develops and participates in programs that strengthen relationships between the police and the community and among community members.
- Promotes effective community and media relations by applying the Principles of Problem Oriented Policing model. SARA Model of problem solving.
- Responds to public inquiries and complaints concerning policing. Investigates difficult and sensitive citizen inquiries and complaints, solve problems and maintain good relations with the citizens.
- Keeps the Sergeants, Deputy Chief, and Police Chief informed and makes recommendations on critical issues.
- Officer may be assigned special duties including but not limited to: School Resource Officer, Investigator, Drug Investigator, etc.
- Performs other duties of a similar nature or level.

KNOWLEDGE, SKILLS AND ABILITIES:

- Stays abreast of new trends and innovations in the field of policing.
- Maintains a high level of confidentiality and comply with all legal requirements of the job.
- Adheres to all city and public works policies, procedures and requirements.
- Responds to inquiries from staff, department managers, and the general public.
- Practices the proper and safe use and maintenance of any assigned City or Police department vehicles, equipment, property, etc.

- Observes, educates and practices safe work habits.
- Effectively interacts, participates and contributes to a high performing Police Department.
- Effectively coordinates activities with other law enforcement staff and agencies.
- Effectively interacts with all levels of City personnel.
- Provides positive support, education, guidance and instruction to police reserves, and police explorers.
- Ensures compliance with pertinent Federal, State and local codes, laws and regulations including the Minnesota Data Practices Act, OSHA and MnDOT. Complies with all city and departmental policies and procedures.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Minimum:

Associate’s degree or Bachelor’s degree in Criminal Justice, Police Science, Law Enforcement, or a related field. Currently licensed or eligible to be licensed by the Minnesota Post Board by no later than day of hire. Applicants from other states must have proof of eligibility for licensure from the Minnesota Post Board before the first interview. Must have knowledge of community policing and problem solving, modern investigative methods, criminal law, search and seizure and evidence preservation. Valid Minnesota Driver’s License within two weeks of hire.

Preferred:

Previous experience working in a progressive, public law enforcement agency.

WORKING HOURS:

Rotating eight (8) and ten (10) hour shifts; Monday through Sunday, days, evenings, nights, including holidays. Must work overtime as assigned. Availability to work any scheduled hours as necessary. Timely reporting of work with a minimum of absences.

TOOLS AND EQUIPMENT USED:

Tools and equipment used in the performance of a Patrol Officer include, but is not limited to: computers, typewriters, faxes, copiers, phones, calculators, televisions, radios, firearms, handcuffs, baton, chemical sprays, Taser, breath testing equipment, medical equipment, speed detection equipment, VCR, audio visual equipment, etc.

PHYSICAL DEMANDS:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Tasks involve the regular, and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve some lifting, carrying, pushing and/or pulling of people, objects, moderately heavy objects and materials (20 – 50 pounds). Frequently assist a team of professionals in lifting a victim. Infrequently pull, drag, lift or carry a person in an emergency. (75 – 200 pounds) Requires the simultaneous use of arms, legs, hands and feet.

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks. Some tasks require the ability to perceive and discriminate sounds.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease, dangerous persons and/or dust can cause discomfort and where there is a risk of injury. May routinely deal with life threatening situations, dealing with dangerous, irrational individuals. Potential exposure to dangerous substances, gunfire, and undercover operations. Must be able to fire a handgun and/or long gun from either hand.

JUDGEMENT AND SITUATIONAL REASONING ABILITY:

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques in recognized problem solving methods and problem resolution.

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the program. Ability to work with various cultures, understanding mores and folkways.

MATHEMATICAL ABILITY:

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions; and/or interpret graphs.

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:

Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives, preferably in multiple languages.

Requires the ability to apply principles of persuasion and/or influence.

Requires the ability to utilize a wide variety of references, descriptive, advisory and/or design data and information, such as statutes, police reports, law enforcement journals, budgets, statistical references, and local ordinances.

NOTE: 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.

The City of Northfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.