

City of Alexandria

Position Description

Police Officer

Department:	Police
Grade/Points Classification:	290
Reports to:	Police Chief
FLSA Status:	Non-Exempt

OBJECTIVE

This position provides primary police protection and is responsible for the preservation of law and order, protection of life and property, prevention and detection of crime, provision of emergency services and enforcement of laws and ordinances in accordance with policies and procedures and law.

SUPERVISION RECEIVED & EXERCISED

- Works under the general supervision of a Police Sergeant and/or designee
- No supervision exercised

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PATROL DUTIES

- Patrols assigned areas within the City by radio/computer equipped vehicles, bicycle or foot to prevent, discover and deter the commission of crime or hazards to public safety
- Checks security of business establishments and residences for suspicious activity, persons or vehicles
- Checks public gathering places, establishments that serve alcoholic beverages and other licensed establishments
- Maintains high visibility and good community relations through regular interaction with citizens and businesses

TRAFFIC LAW ENFORCEMENT DUTIES

- Enforces all laws governing the operation of motor vehicles and their operators and laws relating to bicycle and pedestrian traffic
- Observes and corrects hazards to motor vehicle and pedestrian traffic
- Assists disabled or distressed motorists and reports stalled or abandoned vehicles
- Handles traffic congestion problems and directs traffic as needed
- Responds to, investigates and prepares reports on traffic accidents within the City
- Takes appropriate action such as warning, citation or arrest
- Makes reports and recommendations to City, County, or State officials concerning hazardous or unsafe conditions

CRIME/EMERGENCY RESPONSE OR INVESTIGATION DUTIES

- Responds to emergency calls and other requests for law enforcement services and maintains order at accident or crime scenes
- Investigates complaints involving violation of local ordinances, State and Federal Laws
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about

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Department activities

- Locates and searches area for victims, suspects or witnesses
- Provides routine compliance checks on registered predatory offenders residing in the City
- Interviews and records victims, suspects or witnesses oral or written statements
- Secures crime scenes and gathers, processes, and/or safeguards physical evidence including visual, digital and photographic evidence
- Performs all types of physical arrests including probable causes and warrant arrests, both by warrants and/or as crime has occurred and apprehends perpetrators and/or suspects involved in criminal activity
- Prepares information for issuance of complaints, serves criminal processes, including warrants and subpoenas and testifies as a witness in court
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and County Attorney's Office regarding cases, policies and procedures, as needed and assigned
- Administers first aid where appropriate and arranges transportation to the hospital as needed
- Responds to fire calls
- Safely transports citizens and arrestees
- Prepare detailed written/typed reports for the use of prosecutors, Courts, Probation, Human Services, Detective's, the State of MN and other agencies
- Prepares reports covering all aspects of law enforcement activities and maintains all data privacy regulations within the department
- Provides animal control as apparent or assigned

ORGANIZATIONAL RESPONSIBILITIES

- Maintains and develops individual law enforcement skills and licensing requirements
- Follows and adheres to all standard operating policies and procedures (Lexipol and/or other) and City Personnel Policy
- Responds promptly and courteously to inquiries and complaints concerning policing and investigates difficult and sensitive citizen inquiries and complaints
- Keeps the Sergeants, Captain and Police Chief informed and makes recommendations on critical issues
- Reports matters requiring attention of other City departments to appropriate staff members or other government officials
- Participates in programs that strengthen relationships/partnerships between City departments, other law enforcement agencies and the community
- Promotes teamwork through communication and cooperation in a respectful, considerate and professional manner
- Supports the Department's and City's vision and mission and accepts responsibility for the duties of the position and works diligently towards complete and accurate work assignments
- Continually develops and recommends more efficient and effective ways of carrying out the duties and responsibilities of the position
- Promotes safety in every activity and abides by the City's safety rules and procedures
- Ensures proper maintenance and safe operation of all vehicles and equipment
- Participates in public relations activities and educational programs as assigned
- Perform specialized duties and community training, as assigned which may include but are not limited to: Drug Abuse Resistance Education (D.A.R.E.), Special Weapons and Tactics (S.W.A.T.), Department Firearms Instruction, Department Use of Force Instruction, Department Taser Instruction, Department Emergency Vehicle Operator Instruction, etc.
- Performs other duties and responsibilities as needed or assigned

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Thorough knowledge of pertinent State and Federal Laws, City Ordinances, traffic laws and

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- regulations related to law enforcement work
- Thorough knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties
- Thorough knowledge of rules of evidence, arrest, search and seizure, to ensure admission in court as evidence or as legally accepted procedure
- Thorough knowledge of the functions and jurisdiction of the various County, State and Federal law enforcement agencies
- Proficiency in the use of firearms in a safe and skillful manner from a variety of body positions under stressful conditions and the ability to use or operate other types of police equipment available for department use
- Knowledge of first aid and ability to apply first aid promptly in emergency situations
- Ability to hear, read, understand and carry out written instructions
- Ability to communicate effectively in both written and verbal form and to prepare effective and complete reports using appropriate English grammar and spelling, and to perform mathematical computations as needed
- Ability to subdue and arrest resisting suspects using appropriate tactics and approved weapons
- Ability to competently perform strenuous physical activities to rescue and/or to protect self and others
- Ability to exercise independent judgment in determining reasonable suspicion for further investigation – probable cause for arrest, and proper use of force
- Ability to quickly process information and make decisions when situations demand that an immediate decision be made
- Ability to safely operate a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions such as fog, smoke, rain, ice and snow
- Ability to carry out investigation functions such as observing, remembering and recalling events; interviewing witnesses and obtaining statements
- Ability to perform duties in a professional, courteous manner and to maintain a professional demeanor when confronted with verbal hostility and abuse
- Ability to exercise independent judgment and confidentiality effectively in performing job duties

MINIMUM QUALIFICATIONS

- Two-year degree (A.A. or A.A.S.) in Criminal Justice, Law Enforcement or related field
- Eligibility to be licensed as a Minnesota Peace Officer
- Valid Driver's License
- Successful completion of civil service examination and background check
- Successful completion of the Department's Field Training Program and probationary period as established by policy
- Residency within Douglas County

PREFERRED QUALIFICATIONS

- Four-year degree (B.A. or B.S.) in Criminal Justice, Law Enforcement or related field
- Previous experience with law enforcement in City with similar characteristics and size and service delivery/response

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

The physical demands listed on the attached physical activity requirements and work environment sheet are representative of those that must be met by an employee to perform the essential functions of this job successfully.

ADA CONSIDERATIONS

The City of Alexandria is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities

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and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Director.

NON-DISCRIMINATION STATEMENT

The City of Alexandria will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, membership on a local human rights commission or any other legally protected class or status.

**CITY OF ALEXANDRIA – Physical Activity Requirements & Work Environment
Police Officer**

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.

Motor/Mental Ability	VI	O	F	C	Environment & Hazards	VI	O	F	C	Physical Demands	VI	O	F	C
Reading				X	Work With Others			X		Sitting			X	
Writing				X	Work Alone	X				Standing			X	
Mathematics	X				Shift Work				X	Walking			X	
Reasoning				X	Extended Day					Running				
Problem Solving				X						Lifting	X			
Attentiveness/Concentration				X						Balancing (walking on uneven surfaces)		X		
Talking/Hearing				X						Carrying	X			
					Extreme Noise	X				Bending At Waist	X			
Freedom to Act				X	Confined Areas					Climbing	X			
Guidance Available				X	High Places		X			Repetitive Hand Motion	X			
Provide Work Direction	X				Works Indoors		X			Twisting Upper Body	X			
Provide Supervision					Works Outdoors (acute weather conditions)			X		Reaching	X			
					Dust/Dirt		X			Kneeling				
					Mechanical Hazards		X			Driving (foot controls)				X
					Electrical Hazards		X			Crouching/Squatting/Stooping	X			
Interaction With Other Staff Within Department				X	Explosive Material Hazards					Crawling	X			
Interaction With Other Staff Outside Department				X	Chemical Hazards	X				Use arm muscles over extended period				
Interaction With The Public				X	Fumes/Gases					Use leg muscles over extended period	X			
					Infectious Materials	X				Over shoulder height work				
					Stressful Situations			X		Stationary desk or bench work with neck bent forward				X
										Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment				X

Demand Codes:

- Blank = Not Applicable or Not Present, does not occur
- VI = Very Infrequent, 0-2 times per week, but does occur
- O = Occasional, up to 33% of the time at work
- F = Frequent, up to 67% of the time at work
- C = Constant, up to 100% of the time at work

**CITY OF ALEXANDRIA – Physical Activity Requirements & Work Environment
Police Officer**

Weight Lifted in Pounds					Weight Carried in Pounds				
VI	O	F	C		VI	O	F	C	
Manual					Manual				
	X					X			
	X					X			
X					X				
Mechanical (Lifts/Wheels)					Mechanical (Lifts/Wheels)				

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Comments: _____

