

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: January 2007

Position Title: Police Officer

Status: 7K Exempt

Department: Police Department

Approved: _____

Accountable to: Police Sergeant

Primary Objectives

Performs responsible police work involving the protection and safety of the community through prevention and control of crime, participating in the judiciary process, maintaining and restoring public order, regulating traffic, and providing emergency services; performs related duties as required.

Supervision Received

Works under the general supervision of the Police Sergeant; receives administrative direction from the Police Chief.

Supervision Exercised

Provides technical direction to Police Reserves as needed.

MAJOR AREAS OF ACCOUNTABILITY

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- * 1. Patrols St. Francis and contract communities to enforce laws, detect and prevent crime, provide traffic control and protect life and property.
- * 2. Apprehends and arrests law violators, prepares reports of crimes, and assists in the prosecution of law violators.
- * 3. Collects and preserves evidence and takes pictures of crime scenes; confiscates and disposes of materials/vehicles or property as appropriate.
- 4. May conduct preliminary investigations and/or assist with more extensive investigations and undercover work.
- * 5. Enforces compliance with traffic laws, expedites and controls traffic/parking, controls traffic at accident scenes; completes traffic reports and issues citations.

- * 6. Responds to calls and complaints from citizens of crimes committed, lost or stolen property, and other law enforcement or public safety concerns.
- * 7. Responds to medical, accident and fire scenes; assesses victims' medical conditions, assists with rescue, provides emergency first responder treatment, controls the scene and directs traffic flow; may coordinate disposition of deceased individuals.
- * 8. Interviews witnesses, victims and survivors and takes their statements; obtains information from others; refers victims and survivors to other agencies and community groups for additional assistance as appropriate.
- * 9. Transports prisoners and suspects for interrogation and/or booking and incarceration.
- *10. Participates in the civil or criminal court system, testifies in court as arresting officer or witness and completes reports related to legal process.
- 11. Instructs businesses and residents on crime prevention and develops and maintains community relations.
- *12. Assists and cooperates with other members of the department as well as outside agencies such as neighboring counties and communities, CID, BCA, FBI and the State Highway Patrol as needed.
- *13. Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
- *14. Prepares necessary complaints, reports, logs, affidavits, and other forms and correspondence as required by law or policy.
- *15. Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
- *16. Operates and assists in maintaining all equipment and vehicles used by the department.
- *17. Keeps firearms clean and operating and maintains proficiency in firearm use, self defense, use of force, pursuit driving, and first aid or first responder.
- *18. Oversees and directs reserve officers and assists in controlling crowds at community events.
- 19. May be assigned as: Investigator, School Resource Officer, Police Reserve Coordinator, Field Training Officer, Firearms or Use of Force Instructor, Intoxilizer Coordinator and /or Night Cap and Safe and Sober Coordinator.
- 20. May purchase medical or other supplies.
- 21. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of police procedures and techniques including operation of police vehicles, radios, radars and related equipment.
- * ➤ Working knowledge of federal, state, and local laws and department policies.
- * ➤ Working knowledge of City layout including important buildings and the street system.
- * ➤ Working knowledge of the legal system to ensure law violators are brought to justice.
- * ➤ Considerable skill in handling and discharging firearms in a safe and effective manner.
- * ➤ Considerable skill to expertly drive a motor vehicle under adverse conditions.
- * ➤ Considerable ability to analyze situations and determine appropriate action.
- * ➤ Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- * ➤ Considerable ability to safely and effectively handle situations with composure, professionalism and respect for citizens' rights.
- * ➤ Considerable ability to apply laws to specific incidents.
- * ➤ Considerable ability to see, hear, and remember people, evidence, facts, and circumstances and to “sense” when problems exist.
- * ➤ Considerable ability to communicate effectively with others and maintain strict confidentiality.
- * ➤ Considerable ability to develop and maintain relationships with City employees, members of the legal and judiciary system, regulatory agency representatives, other law enforcement agencies and the general public.
- * ➤ Considerable ability to work independently, plan activities and effectively manage time, without direct supervision.
- * ➤ Considerable ability to maintain a high standard of professionalism, integrity and ethics, both at work and outside of work.
- * ➤ Considerable ability to be able to respond quickly when needed.
- * ➤ Considerable ability to stand, walk, and sit, sometimes for long periods of time.
- * ➤ Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds at an accident scene or when responding to calls and to chase and subdue suspects as required.
- * ➤ Considerable ability to read, understand and follow department directives and policies and other written or online information provided.
- * ➤ Working ability to prepare accurate and thorough reports and to operate a squad laptop computer radio and radar.
 - Working ability to investigate crime and accidents.
- * ➤ Working ability to bend, crouch, stoop, run, stretch or crawl periodically as needed.
- * ➤ Working ability to work in all types of weather conditions, all shifts, holidays and weekends.
- * ➤ Ability to maintain certification as a First Responder, in the use of Doppler Traffic Radar and in Pursuit Driving.

MINIMUM QUALIFICATIONS

- Must have an associate degree in law enforcement and be licensed (or eligible for licensure) as a Peace Officer in the State of Minnesota.
- Must possess and maintain a valid Minnesota driver’s license or equivalent out-of-state.
- Must successfully pass and maintain a satisfactory rating for a police officer in physical ability and psychological evaluations.

* Note: Asterisked items are essential to the job.