



Police Officer Job Description

Department: Police
Reports To: Sergeant
Pay Grade: 13
FLSA Classification: Non Exempt
Approved by: Human Resources
Revision Date: January 1, 2018

SUMMARY

Under limited supervision, the Police Officer will perform general policing functions intended to ensure the safety and security of the lives and property within the City. Activities include patrol, traffic enforcement, and investigative duties. Officers may be assigned to special activities of projects on an on-going or short-term basis (e.g., crime prevention investigations, school resource officer, etc.). The work performed involves a considerable risk to personal safety for self and others and requires quick decision making when determining the appropriate action to take in a given situation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assigned to a designated area of the City to enforce all laws and regulations, to provide security, to detect violators, and to develop positive relationships with residents, businesses, schools, and students in assigned neighborhoods.
- Coordinates the services of different governmental and private agencies to resolve identified problems.
- Discourages violations by being visible and present in the community.
- Observes unusual activity; attempts to intervene in situations to prevent violations.
- Issues warnings or citations for violations both criminal and non-criminal.
- Detains and conducts interviews and arrests of persons violating the law as indicated by the nature of the offense and as guided by policy and circumstances.
- Enforces traffic laws; operates radar or other speed measuring devices; administers tests and transports intoxicated persons to jail or a designated detox facility; observes drivers and vehicles and intervenes as necessary to correct illegal or unsafe conditions.
- Conducts periodic security checks of businesses and other facilities.
- Receives, prioritizes and responds to non-emergency calls.
- Responds to complaints, accidents, disturbances and/or requests for police assistance.
- Assesses each situation and determines the most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing.
- Responds to emergency situations such as accidents, medical emergencies, fire scenes and other emergencies, and performs various other tasks to secure the scene and assist other emergency personnel.
- Provides first aid to injured persons, as necessary, until medical personnel are available.
- Handles crowd control, directs traffic, clears access routes, escorts emergency vehicles, contacts tow trucks, etc.
- Preserves and/or collects evidence as indicated by the circumstances.

- Conducts detailed investigations of criminal activities and public safety incidents; secures crime scene; gathers, secures, documents, and analyzes evidence; maintains chain-of-custody; interviews witnesses and victims and records pertinent information; provides input and documentation to other investigators as needed; analyzes problems, researches solutions; coordinates investigative information with others both inside and outside the department.
- Participates as a team member with officers, supervisors and citizens to identify and prioritize problems, develop and implement solutions, and evaluate results.
- Organizes resources within the community, the police department and other agencies to reduce crime and meet the appropriate needs of the community. Works toward building partnerships with citizens, service providers, other agencies, etc.
- Develops and conducts crime prevention activities in assigned neighborhood.
- Serves as a resource to organizations, committees and groups that affect neighborhood issues.
- Conducts presentations on topics identified as concerns or problems to neighborhood and civic groups.
- Researches and develops materials for preparing literature, citizen training programs, in-service training programs, and other educational information.
- Maintains records of activities and prepares reports to provide information to investigators and/or prosecutors.
- Completes reports of accidents, injuries and property damage losses;
- Submits reports for supervisor's review.
- Testifies in court proceedings to present evidence and to give personal account of incident/crime as needed; consults with prosecuting attorneys and investigators regarding cases; prepares necessary reports, logs, and other documents as required.
- Maintains firearms and other equipment issued.
- Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
- Frequently interacts with others in the work unit, the public or across departments to exchange detailed and/or technical information;
- Successfully negotiates between parties to achieve a work related objective.
- Maintains positive relationships with other agencies (i.e. S.A.'s office, Coroner, FBI, ATF, BCI and other LE) to produce quality work for the citizens of West Fargo.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- 60 semester hours in criminal justice or a related field.
- Must be a licensed North Dakota Peace Officer, or eligible for licensure.
- Must be able to render credible testimony in a court of law.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

Incumbent spends a large portion of each day in a patrol vehicle, frequently exiting and entering vehicle. Incumbents must be able to climb ladders, walk or run on uneven surfaces, drag up to 185 pounds for a distance of 50 feet. Occasional lifting, pushing or pulling of up to 100 pounds, frequent lifting, pushing or pulling of up to 50 pounds and regular moving of objects up to 20 pounds is required. While on patrol, continual attention to detail in monitoring surroundings is required. Moderate attention to detail and deadlines is required in completing reports and paperwork. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Incumbent is required to carry a firearm, take appropriate safety precautions and wear protective body armor. While on patrol or at crime scenes, incumbent may have exposure to injury, trauma, angry or violent individuals, animal bites, blood-borne and air-borne pathogens, traffic accidents, visual and emotional trauma, toxic chemicals, and adverse road and weather conditions. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.