



**Police Officer**  
Police Department

PD/8

**JOB SUMMARY**

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. Incumbents in this position may be assigned specialized duties associated with the department's patrol, crime prevention, criminal investigation, traffic, School Resource Officer, training, warrants, and accreditation functions.

**MAJOR DUTIES**

- Patrols the city to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic and parking laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signal and signs to identify and report hazardous conditions.
- Performs business and residential security checks; checks doors, windows, gates and fences; reports unsecured property.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts investigations into traffic accidents and criminal incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes; conducts narcotics investigations as assigned.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.

- Prepares arrest and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.
- Provides services to local schools as a School Resource Officer.
- Coordinates and provides training to department personnel; maintains department training records.
- Assists with department accreditation activities; maintains related records.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and department policies and procedures.
- Knowledge of traffic accident and criminal investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Knowledge of law enforcement principles, practices and techniques.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radio, surveillance and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Police Sergeant or other supervisor assigns work in terms of general instructions. Work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement, criminal investigation, administrative, and community services duties. The varied nature of calls and the potential for life threatening situations contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

## CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, school officials and students, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while on patrol, while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity. The work involves sprinting, running, jumping, hurdling, climbing, etc. The employee may be exposed to dangers and life-threatening situations.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Associate's Degree (or 60 semester hours of college credit) from an accredited college or university or three years of consecutive law enforcement experience or four years' active military service **or any combination of education and relevant work experience.**
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.
- Ability to meet current North Dakota Peace Officer Standards and Training requirements