

City of Grand Rapids Job Description

Job Title: **Police Officer**
Department: Police
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: December 12, 2016

Summary

Performs a variety of general and specialized duties related to preserving public peace, public health, safety and welfare, protecting lives and property. Work involves patrolling the City, preventing crime, building relationships with members of the community, solving community problems, documenting/investigating reported crimes, apprehending violators, enforcing state statutes and municipal ordinances. Duties are performed under the limited supervision of a police sergeant.

Essential Duties and Responsibilities

The duties listed are intended only as illustrations 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 that position. Other duties may be assigned.

- Patrols assigned area on foot, by bicycle, or in patrol vehicle, to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls of a criminal and service nature.
- Responds to radio-dispatched or citizens' requests for police services.
- Responds to public accidents, domestic disputes, law violations, and peace disturbances.
- Promotes positive department relationships with, citizens, other law enforcement agencies and the service community. Participates in crime prevention and youth relations activities.
- Works as part of a municipal team to maintain and improve quality of life in the community.
- Investigates suspicious and criminal activities, and quells disturbances.
- Locates, searches, detains, and arrests law violators, following recognized police procedures, preserving Constitutional rights.
- Interviews/questions victims, witnesses, and suspects.
- Gathers and preserves evidence.
- Investigates public accidents, vehicle crashes and deaths.

- Directs and controls traffic, enforces the law, issues citations, makes arrests, investigates crimes, administers first-aid to the sick and injured, keeps the peace and completes necessary forms and reports.
- Inspects public establishments requiring licenses to ensure compliance with applicable laws.
- Operates police communication and computer equipment to obtain, disseminate, and report information.
- Attends community meetings to discuss crime prevention activities and crime issues, educating citizens on crime prevention, security and personal safety.
- Acts as a role model for youth in the community, encouraging ~~Promote~~ good life-style choices through youth programs, including D.A.R.E.
- Writes detailed reports, documenting incident scenes, observations and investigations.. Processes crime scenes and preserves evidence.
- Testifies in court and presents evidence.

Knowledge, Skills, Abilities and Competencies

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Knowledge of and the ability to apply modern police methods and procedures, including patrol, crime prevention, traffic control and investigation.
- Knowledge of pertinent local, state and case laws, including laws and procedures governing the apprehension, arrest and custody of persons.
- Knowledge of policies and techniques pertaining to the use of force.
- Knowledge of the use, operation and maintenance of police equipment, including police radios, vehicles, TASER and chemical irritants.
- Knowledge of and the ability to use computers and law enforcement records systems.
- Knowledge and ability to use methods and techniques in interviewing.
- Ability to effectively communicate in oral and written form.
- Ability to gather, assemble, analyze, evaluate and user facts and evidence.
- Ability to obtain information through observation, investigation, and interviewing of victims, complainants, witnesses and suspects.
- Competency in conducting a variety of criminal and special investigations.
- Ability to control violent people and affect arrests.
- Knowledge in the use and care of firearms, other police equipment and vehicles.

- Ability to exercise sound judgement and rational thinking under dangerous and stressful conditions.
- Ability to interpret, apply and make decisions in accordance with applicable local and State laws and regulations.
- Ability to apply department policies and procedures to situations.
- Competency in performing a full range of patrol officer law enforcement assignments.
- Ability to communicate clearly and concisely in both written and verbal form, including preparing clear and concise police reports and correspondence.
- Ability to engage tactfully and courteously with the public, other departments and law enforcement agencies.
- Competency in responding to requests from the public in a timely manner.
- Ability to work irregular hours, including weekends, evenings and holidays.
- Competency in achieving weapons qualifications for firearms and TASER.
- Ability to prioritize job duties.

Education and/or Experience

In addition to meeting the minimum requirements for a Minnesota Peace Officer, a Grand Rapids Police Officer must:

- Possess a peace officer's license to practice law enforcement as issued by the Minnesota Board of Peace Officers Standards and Training.
- Minimally possess an Associates of Arts degree from an accredited college or university.
- Have a valid Minnesota Driver's License.
- Maintain certification as an Emergency Medical Responder
- Obtain and maintain firearms qualifications competency as established by the Grand Rapids Police Department.
- Successfully complete the Introductory Period.

Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Essential functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit or run for a prolonged period of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance, regularly push, pull, lift, and/or carry light to moderate weights; wear a police utility belt; operate law enforcement and general office equipment including computers; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate a vehicle; ability to operate firearms, TASER, knives, impact weapons and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

The above duties are intended only as illustrations 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.