

## JOB DESCRIPTION

**Police  
City of Arlington**

Title of Class: Police Officer  
Effective Date: March 28, 2017  
Pay Status: Non-Exempt

### **DESCRIPTION OF WORK**

General Statement of Duties: The primary purpose of this position is to provide for the protection of life and property through the enforcement of the law in a manner consistent with federal and state law and municipal ordinances and according to the policies of the City of Arlington.

Supervision Received: Works under the general supervision and administrative direction of the Police Chief.

Supervision Exercised: Performs limited supervision of part-time.

### **TYPICAL DUTIES PERFORMED**

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. Patrol city on foot or in a patrol car to preserve law and order, to protect life and property, prevent and discover the commission of crime and to enforce traffic and parking regulations.
2. Answer calls from citizens concerning violations of city ordinances, state and federal laws and provide information and assistance to the public regarding primarily Police Department requests.
3. At the scene of crimes, conduct preliminary investigations, gather and preserve evidence, take pictures, take fingerprints, obtain witnesses, take statements, and interrogate suspects.
4. Make legal searches and arrests and safely transport prisoners and suspects for drug or alcohol test administration, interrogation, and/or booking and incarceration as may be required in accordance with approved departmental policies.
5. Enforce traffic laws, operate radar, and write citations; enforces snowmobile and ATV laws within the jurisdiction of the department.
6. Conduct accident investigations, provide first-aid for injured persons, direct traffic and take safeguards to prevent further accidents; record observations as required, interview principals and witnesses, take statements; examine vehicles and roadways, observe traffic control devices and obstructions and wreckage.
7. Prepare necessary reports as required by state law and departmental policy; review daily reports and confer with Police Chief to determine activity in the community and potential problems, maintain log, and other forms and correspondence as required in a manner so that proper record and basis for follow-up is assured.
8. Report matters which require the attention of other municipal departments.
9. Shall make necessary security checks of commercial and residential areas, includes checking doors of vacant residences, public gathering places such as parks (including Sportsman's Park), alcoholic beverage dispensing establishments and business establishments after closing hours.
10. Provide escorts for funerals, bank deliveries and fire trucks. Direct traffic as required.
11. Provide crowd and traffic control for high school activities, county fair, community and sporting events, etc.

12. Respond to all medical emergencies to provide assistance to the ambulance crew as needed and to provide first aid as appropriate.
13. Shall, as directed, make presentations to various civic groups, schools and churches within the community to promote better public relations and provide crime prevention and safety information for students and local citizens.
14. Assist the Emergency Manager as needed.
15. Assist in the prosecution of law violators and must effectively testify in court as necessary.
16. Call for assistance as circumstances require.
17. Deal courteously, effectively and tactfully with the public; establish and maintain effective working relationships with other employees. Maintain the public trust by keeping information confidential as appropriate.
18. Limited animal control duties, consisting primarily of catching and either returning or transporting animals, on rare occasions may be required to remedy other stray animal issues.
19. Assist other agencies such as the county, area communities and the State Highway Patrol as needed.
20. Attend training sessions as required by the Police Chief in accordance with licensing requirements of the Police Officers Standards & Training Board (POST).
21. Ensure operation and maintenance of department equipment and motor pool, as directed.
22. Senior Duty Officer must act for the department in the absence of the Police Chief or direct superior.
23. Responsible for adhering to all city policies.
24. While serving in a scheduled on-call capacity, respond to emergency calls within 20 minutes of the call.
25. Perform other duties as required or additional duties as assigned by the Police Chief or acting Police Chief.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge of modern law enforcement methods and procedures including the knowledge of criminal investigations, interrogation, gathering and preserving of evidence, use of police records and rules of evidence.
2. Considerable knowledge of federal, state and local laws and department policies.
3. Thorough knowledge of the geography of the City and of resources available in disaster and other emergencies. Ability to quickly develop a detailed understanding of the layout of the territory served by the Department, including important buildings and street systems.
4. The employee must have good verbal and written communication skills and considerable ability to read and follow department policies and read police reports.
5. Considerable skill in handling and discharging firearms in an efficient and safe manner.
6. Considerable skill to expertly drive a motor vehicle under any condition.
7. Considerable ability to analyze situations, identify alternatives and determine appropriate action.
8. Considerable ability to respond quickly and appropriately to crisis and emergency situations.
9. Considerable ability to cope with situations firmly, courteously, and with respect for citizens' rights.
10. Considerable ability to apply laws to specific incidents.
11. Considerable ability to work independently, without direct supervision.
12. Considerable ability to lift and carry or drag objects or people weighing up to 150 pounds during an accident rescue and to subdue suspects as required.
13. Considerable ability to operate a radio and other department equipment.
14. Must demonstrate strong ability to prepare accurate and thorough reports, to operate with speed and accuracy computer software programs, and a thorough knowledge of office procedures.

15. Ability to perform prolonged and detailed investigations to gather pertinent facts, and to integrate data into objective patterns leading to the solution and disposition of criminal cases.
16. Must demonstrate strong ability to maintain training and or certifications in all areas necessary to law enforcement including but not limited to pursuit driving, firearms, use of force, domestics, air and blood borne pathogens, baton or asp, first responder or other first aid, hazardous materials, child abuse, and vulnerable adults' situations.
17. Considerable ability to work various shifts and maintain a high level of awareness.
18. Must have considerable knowledge of the BCA computer network, RMS, NCIC, and CJIS.
19. Ability to establish and maintain effective working relationships with other employees and the general public.
20. Strong intergovernmental relationship skills with ability to work with Sibley County Sheriff's Office, Minnesota Highway Patrol, and other local, state and federal law enforcement agencies.
21. Ability to interpret the Minnesota Governmental Data Practices Act and ensure the legal release of records.
22. Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
23. Maintain professionalism both on and off duty.

## **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by a Police Officer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, a Police Officer is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The Police Officer is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, run, taste and smell. The employee must occasionally lift, adjust or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision and depth perception. The Police Officer may also be subject to stressful situations and must be able to function adequately and at a high level under pressure and in noisy, busy or emotionally challenging situation.

## **MINIMUM REQUIREMENTS**

The Police Officer shall be licensed by the P.O.S.T. or be eligible to be licensed with post high school education in law enforcement. Must be certified in CPR, "Basic Life Support (BLS) for the Professional Rescuer", and trained in first aid (may receive within 60 days of employment). Must be certified as First Responder (may receive within 60 days of employment). Desirable Qualifications: Previous experience as a full-time police officer; Spanish speaking ability; Minorities are encouraged to apply. Ability to pass a thorough background investigation, psychological evaluation, and physical examination (including drug testing) is required. Must possess a valid Minnesota Class "D" driver's license.