

City of Isanti
POSITION DESCRIPTION

POLICE OFFICER

| | |
|-----------------------------|-------------------|
| DEPARTMENT: | Police |
| FLSA CLASSIFICATION: | Non-exempt |
| REPORTS TO: | Lieutenant |
| SUPERVISES: | None |

DEFINITION:

Under direct supervision of the Lieutenant the Police Officer is responsible to preserve law and order, to protect life and property, enforce laws and ordinances in a manner which will command respect and confidence, serve the citizens of the City of Isanti through proactive community policing.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Patrols all areas of the community to prevent criminal activity, to detect and deter or apprehend individuals who threaten the public safety, peace or tranquility of the community and to detect, deter or apprehend individuals who threaten or carry out criminal acts.
- Patrol streets, highways, and other public roadways within the community to prevent traffic violations and to detect and apprehend traffic violators. Monitors traffic for the purpose of preventing traffic problems and to maintain traffic safety.
- Transport prisoners, intoxicated or mentally ill persons to jail or to State or private facilities.
- Responds and priority emergency calls; evaluates the situation upon arrival to determine if more assistance is needed; conducts all investigations as assigned, and brings the situation to a conclusion. May administer emergency first aid, make arrests, and transport prisoners.
- Preserves evidence by securing crime scenes for Petty Misdemeanor, Misdemeanor, Gross Misdemeanor and Felony level crimes. Investigates scenes and prepares written reports; appears in court to testify. In some cases, the Officer will do the initial investigation and then hand the case of to an Investigator, however, in most cases; the Officer is required to conduct the full scope of the investigation.
- Performs traffic control and assists fire and ambulance personnel performing rescue work at scenes.
- Works with community members to identify public safety issues, problems and concerns and to resolve the issues, problems, and concerns using sound and ingenious methods of problem resolution.
- Investigates all types of criminal activities, provides crime scene processing and collects, identifies, and properly marks all evidence at the crime scene.
- Determines whether an arrest should be made and how much force should be used, while using procedures that will not violate the suspect's rights.
- Makes detailed, clear reports of cases and appears in court to testify on criminal actions and arrests.
- Performs motor vehicle enforcement duties, investigates accidents, and is trained in first aid and proper procedures to assist and report accidents.
- Responds to and acts upon domestic calls, silent alarm calls, auto theft reports, burglary reports, vandalism reports, child abuse and neglect reports, loud party complaints, bar fights, etc.
- Serves non-criminal court orders, commitment papers, and other civil process following the proper procedures.
- Assists other law enforcement departments with criminal and non-criminal incidents or complaints upon request.
- Responsible for proper care and maintenance of all department issued equipment, including squad cars; handles hazardous wastes and materials according to precautions established by the department; attends and participates in required staff meetings and continuing education programs; is responsible for being informed and up-to-date on laws, rules and regulations.
- Must be available and able to work all shifts.
- Assists in training new officers, part-time officers, interns and police reserves as directed if applicable.

- Notifies Isanti Public Works of weather conditions after hours for plowing, sanding, utility alarms, water main breaks and citizen complaints of water or sewer leaks in their home.
- Oversees police reserve personnel who are called to assist in emergency situations or events.
- Demonstrates professionalism and complies with the City's goals and objectives.
- Contributes to a positive work environment in a team atmosphere; motivate others to learn additional skills and competencies and seek opportunities for further growth and development.
- Demonstrates by example the integrity, ethics, and excellence in work performance that are expected from everyone in and attached to the organization including strict confidentiality.
- Attends regularly scheduled work hours and outside regular hours as necessary.
- Effectively and respectfully communicates and interacts with other employees, supervisors, individuals from other organizations, and citizen customers.
- May present or speak to groups of adults or children at community events or schools.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment which may include, but is not limited to: Squad cars, personal computers, various forms of guns and other weapons, heart starts, medical equipment, cell phones, radios, and printers.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of County and City administrative policies procedures and, electronic equipment.
- Knowledge and ability to perform first aid procedures and conflict resolution.
- Knowledge of road and highway layout, topography and population of the City of Isanti and Isanti County.
- Knowledge of current State and local laws relating to law enforcement including crime detection.
- Knowledge and ability to use police weapons, and firearms.
- Ability to use good unbiased judgment with ability handle situations with respect.
- Ability to maintain strict confidentiality, organize and prioritize tasks.
- Ability to effectively communicate with Council, legal counsel, staff, and other governmental agencies in both oral and written communication.
- Ability to maintain professional, positive and respectful working relationships and confidence with the community, City Council and coworkers.
- Ability to work and be available for any shift.
- Ability to work independently and as a team player.
- Ability to use good unbiased judgment with ability handle situations with respect.
- Ability to analyze situations quickly, safely and objectively to make justified decisions.
- Ability to read, speak, understand, communicate and interpret ordinances and laws in English.
- Ability to effectively communicate and/or follow directions verbally and in writing.
- Ability to remain calm during emergency situations.
- Ability to maintain continuing education or trainings as directed.
- Ability to work under pressure and with frequent interruptions.
- Ability to speak comfortably in front of groups such as students or jury members.
- Ability to meet physical demands and essential functions of the position.
- Ability to maintain P.O.S.T. licensure and drive a vehicle.

MINIMUM QUALIFICATIONS:

- Associates Degree in Law Enforcement or closely related field.
- MN P.O.S.T eligible or ability to become MN P.O.S.T eligible by start date.
- Valid MN driver's license.

PREFERRED QUALIFICATIONS:

- Experience as a licensed Peace Officer in local government.
- Bachelor's Degree in Law Enforcement or related filed.
- Experience working in municipal government.
- Experience as a reserve officer, community service officer or 911 dispatch officer.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid MN Driver's License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a drug test, physical and psychological evaluations.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

Hours worked will be based on scheduled rotating shifts. Shifts hours vary in length and can take place any day of the week. The Police Officers are also subject to call-in shifts when necessary. This position will require evening, weekend and holiday hours.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the essential functions, this position may be exposed to all weather conditions, including extremes. There may also be daily exposure to controlled substances, sharp instruments, confined spaces, loud noises (sirens, gun shots), fumes, hazardous chemicals, contagious diseases, weapons, inadequate lighting, energized equipment, uneven/ rough terrain, potential hazards, illnesses, and irritants such as dust, dirt, and fumes. Other requirements include driving at high speeds and encountering hostile or combative persons. Under rare circumstances may have to lift or carry over 50 lbs.

Activities that **occur continuously**, 5-8 hours: standing, walking, sitting, handling, feeling, talking, hearing, repetitive motions, twisting/turning, visual ability day/night and near/far.

Activities that **occur frequently**, 2-5 hours: reaching, grasping, feeling, time management, problem solving, analytical skills.

Activities that **occur occasionally**, up to 2 hours: analytical ability, creativity, verbal communication, written communication, concentration, and working with interruptions.

Activities that **occur infrequently**, less than 1 hour: pulling/pushing, bending/lifting, climbing, crawling, squatting, smelling.

This position will require the ability to drive an automobile.

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

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date