



POSITION DESCRIPTION

TITLE:	Patrol Officer
DEPARTMENT:	Police
SUPERVISOR:	Patrol Sergeant
STATUS:	Full-time/Non-Exempt/ Union

PRIMARY OBJECTIVE OF POSITION

The Patrol Officer position is responsible for the handling of law enforcement activity including, but not limited to, responding to calls for service, assigned tasks and details, and self-initiated contacts. Works directly with citizens, assists in resolving problems/conflicts, represents the City with a courteous, helpful and professional manner. Reports to police sergeant or assigned supervisor.

ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Protects life and property by performing assigned law enforcement and investigative activities.
2. Responds to emergency and non-emergency calls for service and assistance.
3. Enforces City ordinances and state and federal laws in fair and uniform manner and according to established department policies and effects arrests when circumstances dictate.
4. Responsible for traffic enforcement, control, and direction. This includes motorized, non-motorized and pedestrian traffic.
5. Patrols and observes the community in order to detect and deter criminal activity and provide a sense of security and well-being to the community.

6. Prepares clear and accurate reports in accordance with department policies.
7. Prepares and executes warrants, makes recommendations for criminal complaints and presents testimony as required in court.
8. Gathers, develops, and disseminates information relevant to any law enforcement problem.
9. Reports significant law enforcement information to the police sergeant or assigned supervisor.
10. Disseminates and receives information through telecommunication devices including, but not limited to computer aided dispatch, personal computer, radio system, phone system (mobile phones, voice mail), electronic mail, and other means of communication.
11. Performs other assigned and self-initiated law enforcement and service tasks, all under the general supervision of the police sergeant or assigned supervisor.

Additional Duties

12. Performs other duties as assigned or apparent.

KNOWLEDGE, SKILLS AND ABILITIES
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1. Knowledge of law enforcement principles, procedures, purposes, tools, techniques, and equipment.
2. Knowledge of federal, state and local laws and department policies.
3. Ability to act in a decisive manner, using good judgment.
4. Knowledge of the utilization of appropriate resources and the willingness to communicate the use of available resources.
5. Ability to make fair and effective decisions in an emergency and non-emergency environment.
6. Ability to assertively control conversations and situations regarding groups of people in both emergency and non-emergency situations to control and quickly and accurately gather pertinent information.
7. Ability to read and understand correspondence, memoranda, and directives.

8. Ability to effectively represent the organization and the department to the public.
9. Ability to establish and maintain effective internal and external working relationships with a broad variety of individuals, organizations, agencies and groups.
10. Knowledge of criminal investigatory practices and methods.
11. Knowledge of the types and use of firearms, communication systems and automotive equipment used in modern police work.
12. Ability to conduct self with the utmost integrity in all dealings with the public, co-workers, and other city workers at all times.
13. Ability to apply law enforcement principles, practices, and procedures to solve complex cases.
14. Ability to establish and maintain cooperative working relationships with other city officials, state and federal authorities and the public.
15. Ability to use excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public.
16. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
17. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
18. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
19. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
20. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
21. Ability to exhibit excellent interpersonal and human relationship skills.
22. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.

23. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
24. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
25. The ability to work both independently and within a team.

REQUIRED QUALIFICATIONS

1. Must have an associate degree in law enforcement or equivalent and be licensed as a Peace Officer in the State of MN (or eligible for licensure).
2. Must possess a valid MN driver's license.
3. Must be eligible to carry firearms in the State of Minnesota.

DESIRED QUALIFICATIONS

1. Associate or other advanced degree.
2. Any combination of training, experience, or education, which provides a suitable background for the successful performance of the various tasks associated with this position.

PHYSICAL REQUIREMENTS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stopping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work requires close vision, distance vision, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal

spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions, working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold, exposure to extreme heat, exposure to the risk of electrical shock, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

Revised: March 15, 2016