

**Job Description
Police Officer**

Position Title: Police Officer

Date: April 2022

Department: Police

FLSA Status: Non-Exempt

Primary Objective of Position

Maintain order, keeping the peace, and responding to citizen's needs. Discourage crimes through high-visibility policing, investigative capability and the subsequent reporting and apprehension of suspected violators of the law.

Essential Functions of the Position

- Patrol Duties
- Traffic Law Enforcement
- Crime Scenes
- Prosecutor Assistance
- Equipment
- Compile Reports
- Other Duties

Examples of Performance Criteria

- Knowledge of police procedures and techniques including operation of police vehicles, radios, radar, computers, and related equipment
- Knowledge of federal, state, and local laws, and of department rules and regulations
- Skilled in handling and discharging firearms with accuracy and in a safe manner
- Skilled in driving a motor vehicle, sometimes under adverse conditions and at high speeds
- Ability to communicate effectively in English; this includes speaking, reading, writing, and comprehending
- Ability to independently assess situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations
- Ability to cope with situations firmly, courteously, tactfully, and with respect to citizens' rights
- Ability to see, hear, and remember people, facts, and circumstances
- Ability to communicate effectively and tactfully with others to maintain order, including dealing with difficult or violent people

- Ability to maintain confidentiality, prioritize duties, and work independently without direct supervision
- Ability to read department policy and procedure manuals and written reports
- Ability to apply laws to specific incidents
- Ability to maintain police vehicles and equipment, including completing vehicle and equipment maintenance reports
- Ability to prepare accurate and thorough reports
- Ability to lift and carry heavy objects, crawl, stand, bend, reach, run, subdue or grapple with suspects, crouch, chase, jump, climb, and manipulate objects requiring manual dexterity as needed to perform duties
- Ability to maintain certification as a First Responder or in First Aid

Tasks Related to Performance Criteria

- Patrol Duties
 - Detect law violations and hazards to public safety
 - Aid in crime prevention by checking for unsecured businesses and homes
 - Maintain high visibility and respond to emergency and non-emergency calls for assistance
- Traffic Law Enforcement
 - Enforce laws governing the operation of motor vehicles and their operators
 - Enforce laws relating to bicycle and pedestrian traffic
 - Observe and correct hazards to motor vehicle and pedestrian traffic
 - Assist disabled or distressed motorists
 - Investigate motor vehicle accidents
- Crime Scenes
 - Respond to and secure crime scenes
 - Direct other responding units
 - Identify, obtain and secure evidence
 - Identify and interview witnesses, victims and suspects
 - Assist the investigators as needed
- Prosecutor Assistance
 - Assist prosecuting attorneys with the preparation of cases as directed
 - Testify in court matters
 - Coordinate the appearance of witnesses
- Equipment
 - Assist in keeping departmental equipment in good repair
- Compile Reports
 - Compile reports and statistical law enforcement data as directed

- Other Duties
 - The duties and responsibilities enumerated above are not intended to be all inclusive and may be expanded to include other duties or responsibilities that the City of Ramsey may deem necessary from time to time

Minimum Qualifications

- Must possess an Associate's Degree
- Must possess POST license or be POST license eligible
- Must possess a valid driver's license
- Must satisfactorily pass physical agility test
- Must satisfactorily pass physical examination and drug screen
- Must satisfactorily pass criminal history check
- Must satisfactorily pass a psychological examination
- Must have strong public communication skills
- Must be able to work under adverse conditions

This position 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 city and requirements of the job change.

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Job Activity Requirements
Police Officer**

Job Activity Requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting	x			
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing	x			
8	Kneeling	x			
9	Crawling	x			
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods		x		
16	Use of Leg Muscles over Extended Periods		x		
17	Overhead Work			x	
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 100 pounds without assistance.

Job working conditions		
		Yes
		No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	
4	Operating motor vehicles	x
5	Providing work direction to other employees	
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	