

CITY OF HENNING JOB DESCRIPTION

POLICE OFFICER

POSITION TITLE: Police Officer

DEPARTMENT: Police

SUPERVISOR: Police Chief

STATUS: Full-Time

FLSA STATUS: Non-Exempt

PAY RATE: \$19.00/hr

JOB SUMMARY

The Police Officer preserves safety and well-being in the City of Henning by enforcing laws and ordinances responding to calls for service; and committing to CPD's culture of community policing.

Responsibilities

- 1.Enforces laws and City codes and provides for public safety through observation, investigation, reporting and corrective action.
- 2.Responds to service calls, patrols and investigates suspicious activities, interviews suspects and witnesses, collects and preserves evidence, makes arrests, attends related court hearings and completes required reporting.
- 3.Interacts with residents and other police departments, the general public and preserves the peace through conflict intervention, negotiation, crowd control, and community policing principles.
- 4.Provides public services such as emergency medical assistance, coordination at fire scenes, traffic and crowd control, missing persons, found property, and assists stranded motorists.
- 5.Conducts field training for all new officers, when assigned.
- 6.Provides information to the public and fosters relationships with businesses, neighborhoods, and citizens.
- 7.Performs all other related duties and expected or assigned.
- 8.Knows and follows CPD policies and procedures.

MINIMUM QUALIFICATIONS

1. Education and Experience

- Associate's Degree in Law Enforcement, Police Administration, Criminal Justice or a related field
- Current licensure by the Minnesota Board of Peace Officer Standards or POST eligible

2. Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of community policing
- Knowledge of basic first responder first aid/life saving techniques to include CPR certified
- Knowledge of the principles and practices of effective investigation and interrogation

- Ability to maintain composure in stressful situations, communicate effectively in a respectful and responsive manner that de-escalates conflict
- Knowledge of state statutes and codes, federal guidelines and protocols, and local ordinances related to law enforcement
- Demonstrated cultural sensitivity and awareness
- Critical thinking skills and the ability to make reasoned judgments under conditions of uncertainty
- Ability to accurately assess the potential consequences of alternative courses of action and select the most appropriate and acceptable
- Ability to recognize potentially dangerous situations and act decisively to protect persons and property from harm
- Experienced in the use of computers, standard office software, firearms and police equipment
- Demonstrated ability to foster and maintain responsive community relations
- Meet Departmental use of force standards

EQUIPMENT USED

- Computer
- Vehicle
- May operate a boat
- Telephone
- Radio
- Body armor and tactical vest
- Duty belt and equipment
- Medical equipment
- First responder equipment
- Evidence collection, cameras, fingerprinting equipment

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

1. Mental Effort

- Attention to detail
- Organize, plan, and supervise
- Critical thinking
- Read, interpret, and communicate statutes, regulations, and ordinances
- Understand and communicate with staff and public

2. Physical Requirements

- Operate a computer keyboard and basic office equipment
- Listen to and respond to telephone and radio calls
- Operate a motor vehicle
- Stand, sit, walk, push, pull, climb, run

3. Working Conditions

- Work with citizens of all ages
- Exposure to heat, cold, and all-weather conditions
- Risk of injury
- Driving