

CITY OF RUGBY

Job Description: Police Officer
Department: Police Department
Reports To: Police Chief

Definition: This is responsible law enforcement work in the protection of life and property through the enforcement of state and local laws and ordinances. Work is performed under the supervision of the Police Chief. Work involves responsibility for maintaining public safety in the City by enforcing laws. Work is reviewed through reports, observations, and discussions and evaluations.

Tools & Equipment Used:

- The employee will operate a computer, fax machine, copier and other modern office equipment.
- Must also operate special police equipment, such as firearms, handcuffs, baton, flashlight, spotlights, radar units, recording devices and other regular and special police equipment.
- Work is performed indoors and outdoors in every kind of weather condition and sometimes under unpleasant conditions. Depending on task performed, the noise intensity ranges from moderate to extreme.

Essential Functions of the Job: (May not include all of the duties performed.)

Patrols assigned area in the City to observe, prevent, or terminate unlawful acts; responds to calls for service; maintains radio contact with dispatch; reports crimes or unusual situations; initiates action as appropriate; backs up other units in area; writes traffic citations; makes arrests.

Investigates traffic accidents; secures scene; interviews witnesses; observes scene and determines factors which contributed to the accident; administers first aid if necessary; assists ambulance and rescue crews; takes accident scene measurements; write accident reports and draw diagrams; cites drivers in violation of law.

Responds to a wide range of citizen needs and requests under emergency or unknown conditions e.g. domestic disputes, rescue efforts, removal of hazardous objects, loose animals, locked car doors, in-progress felonies, bank and burglar alarms, loud parties,.

Responds to calls involving altercations or domestic disputes that may have the potential for escalating into assaultive conduct; uses proper techniques for approaching the scene; makes suggestions for resolution or determines whether laws have been violated and effects an arrest as appropriate.

Responds to calls of criminal activity; conducts building checks of businesses, storage buildings, and warehouses; calls for assistance as needed; provides backup for other officers.

Operates a radar unit in monitoring speed or traffic on patrol; stops violators; issues warnings or summons; conducts appropriate tests to determine level of intoxication.

Additional Examples of Work Performed:

Responds to fires; assists fire department in the control of traffic around scene; redirects traffic; sets up road blocks; directs traffic; promotes traffic safety.

Ensures all vehicles and equipment are operating properly; takes patrol vehicles to maintenance shop for repairs and required inspections, takes radios to repair shop and ensures proper working order.

Prepares and reviews case reports for prosecution; prepares arrest and search warrants; handles evidence and ensures proper documentation of chain of evidence; prepares records and reports documenting daily shift activities; testifies in court; maintains records on all case activities.

Ensures compliance with rules, regulations, policies, and procedures; interprets laws and their application to criminal investigations, narcotics, and general police work.

Cooperates with other city departments where police activities are required; promotes and maintains responsive positive community relations.

Required Knowledge and Abilities:

Considerable knowledge of state, federal and local laws. Considerable knowledge of effective law enforcement practices, methods, procedures and standards. Considerable knowledge of department policy, procedures, rules and regulations. Considerable knowledge of crisis intervention techniques and first responder services.

Considerable knowledge of police equipment operation and maintenance. Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Knowledge of arrest, rules of evidence, and court procedures. Knowledge of city administrative policies, procedures, and ordinances. Knowledge, as required, of laws and procedures applying to specialized areas of investigation.

Knowledge of geography of the City and location of city properties and buildings.

Knowledge of effective supervisory practices, methods, and processes. Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of others.

Ability to interpret state and local laws, ordinances, and requirements.

Ability to investigate, research, analyze facts and situations, interrelate similar or disparate information, and draw valid conclusions. Ability to assess situations quickly and take appropriate action under stressful conditions with due regard to surrounding hazards and circumstances.

Ability to review and prepare detailed and accurate reports documenting activities supervised and maintain related records.

Ability to handle sensitive public contacts and to deal tactfully, courteously, and authoritatively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to operate a motor vehicle, including under emergency conditions.

Ability to use firearms, handcuffs, baton, flashlight, spotlights, radar units, and other regular and special police equipment as assigned.

Ability to pursue criminals on foot. Ability to control a resisting arrestee and effect an arrest.

Ability to search the interior and exterior of buildings, homes, and other structures; climb, walk and run upstairs and on uneven terrain.

Qualifications:

Possession of a valid North Dakota driver's license. Possession of or ability to obtain a valid North Dakota Peace Officer's license. Must be bondable and insurable.

Completion of Associate of Arts degree in Criminal Justice or more than 60 semester hour credits directly applicable to a Bachelor's degree specific to Criminal Justice, Police Administration, Management, Accounting and Budgeting, Psychology, or Sociology. Course work must be fully accredited by a recognized institution of high learning, having a full-time paid teaching staff and offering all courses, including extension courses from a campus based program.

Physical Requirements: