

WILLMAR POLICE DEPARTMENT

GENERAL DIRECTIVE: 0024

Date Issued: **August 6, 2007**

Revision Dates: **02/19/2014,
07/09/2018**

Application: **All Personnel**

Pages: **4**

SUBJECT: POLICE OFFICER JOB DESCRIPTION

PURPOSE

Performs non-supervisory police, patrol and specialized work in support of law enforcement; crime detection, prevention and investigation; community policing and education; emergency response; and public assistance activities. This includes general patrol duties, answering calls for service, enforcing federal and state laws and city ordinances, arresting criminals, investigating criminal complaints and conducting follow-up investigations, presenting cases to the prosecutors and testifying in court.

POLICY

A Police Officer will be expected to meet and maintain the defined job criteria as listed below.

Essential Functions:

- Patrol the community to enforce laws, monitor traffic, detect and prevent crime and protect life and property; and issue written warnings or citations for traffic violations as appropriate.
- Respond to calls or complaints such as prowlers, trespassing, fights, domestic incidents, mental illness and alarms.
- Apprehend and arrest law violators; conduct searches; transport prisoners; transport/place people in crisis or detox units.
- Locate and remove stray animals and transport to the Humane Society or oversee their destruction.
- Respond to accident scenes, administer first aid until more qualified personnel arrive on the scene, and direct traffic flow if necessary; respond to other emergencies such as fire, medical and natural disaster to provide necessary assistance and notify appropriate agencies.
- Perform and/or assist in the investigation of crimes; gather and secure evidence; interview witnesses and victims and take statements; interrogate suspects; prepare written reports of crimes; and provide information to Detective unit for follow-up as necessary.

- Communicate with city and county attorneys and testify at various court proceedings as required.
- Serve warrants, subpoenas and other official documents as assigned.
- Maintain daily logs to document all activities during shift; prepare detailed reports; review daily reports made by other officers to determine activity and potential problems; and inform supervisor and fellow officers of any pertinent matters.
- Report damaged street lights and signs, road and sidewalk barriers, and other hazards.
- Answer questions from the public on the phone or in person.
- Help other agencies as needed by reporting pertinent matters and providing assistance as needed.
- Provide security and escort funeral processions and other situations as required by departmental policy.
- Inspect personal and departmental equipment to ensure proper functioning or secure necessary service/repair.
- Keep current in required knowledge areas and skill sets by attending classes, seminars, and other training.

Unit Assignments:

Each additional duty, noted below, is assigned to/performed by one or more police officers and is considered an essential function of that particular position.

**See directive #0027 for full description*

- Serves as Investigative specialist.
- Serves as Gang Enforcement specialist.
- Serves as School Resource Officer specialist.
- Serves as Drug Task Force specialist.

Other Duties and Responsibilities:

- Assist EMS crew as needed.
- Conduct Law Enforcement Center tours as directed.
- Provide ride-alongs for public education.
- Give public presentations or talks.
- Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills and Abilities:

- Knowledge of local geography, city streets and addresses, business and residential areas.
- Knowledge, skill, and ability to effectively use personal and departmental equipment.
- Knowledge of departmental policies, procedures and directives.
- Basic knowledge of medical and legal practices and terminology.

- Skill in gathering appropriate information through interviewing victims, witnesses and suspects, and contact with other law enforcement agencies.
- Skill in operating a police vehicle and related equipment.
- Ability to use sense of sight, hearing and smell.
- Ability to use several types of vision (far, near, depth, peripheral and night).
- Ability to exert considerable physical effort when required during calls for service or emergency situations (e.g., subduing others, transporting victims, etc.).
- Ability to comprehend/apply federal, state, county and city, criminal, traffic and other civil laws.
- Ability to work independently and interact with many diverse groups such as juveniles, mentally ill persons, and the elderly.
- Ability to analyze problems/situations and take decisive and effective action.
- Ability to prepare routine reports, case files, and correspondence with completeness/accuracy.
- Ability to maintain required knowledge base and skill sets and keep up-to-date on law changes.
- Ability to operate a variety of office machines, computer programs and police equipment.

Organizational Relationships:

- Immediate supervisor: Police Sergeant
- Reports to: Police Chief and Police Captain
- Communicates with: other department personnel, various federal, state, county and city agencies, other law enforcement agencies, prosecutors and court system personnel, crisis/detox staff, medical personnel, school system personnel, other government agencies, business people, media, and the general public.
- Supervises: In absence of supervisor, the senior officer will be responsible for ensuring all operations are completed in accordance with department policy or practice. (May provide work direction to less senior officers, part-time employees, and police interns).

Minimum Qualifications:

- Combination of training and experience equivalent to graduation from an accredited college or university with an AA or AS Degree; valid Minnesota POST license; valid Minnesota driver's license.
- Must meet all state-mandated and employer-required certifications, medical and other requirements.

Working Conditions:

- The individual holding this position must be able to work various shifts.
- Majority of the duties are carried out in a squad car, outside the office and in the community.

- Must be able to work in all types of weather conditions.
- Possible exposure to irritants/fumes, hazardous substances, blood borne pathogens and other infectious diseases and noise.
- Uses all types of vision (including night and color vision) and all other senses.
- Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning.
- Considerable physical effort may be spent while running, lifting, and physically grappling with others.
- Exposure to life threatening situations.

BY ORDER OF THE CHIEF OF POLICE

James E. Felt

MJA/sae