City of Grafton
Position Description

Police Officer

DESCRIPTION OF WORK

General Statement of Duties: Performs routine professional law enforcement in a variety of Police Department activities. Duties include patrolling a designated area of the City on foot, bicycle, or patrol car to preserve the law and peace. Officers work rotating shifts and are on call for specific period of time.

Supervision Received: Works under the guidance and direction of the Sergeant or other higher ranking officer.

Supervision Exercised: Exercises supervision over department personnel as assigned.

Job Expectations:

Critical Element A

Personnel functions.

Expectations

1. Reports promptly, any activities of any member of the Department that is not in the best interest of the Department or the City of Grafton.

Critical Element B

Customer service.

Expectations

2. Quickly and appropriately responds to questions and inquiries from citizens.
3. Refers citizen to the appropriate Agency or City Department if the Police Department when appropriate.
4. Presents training classes to students and adults in the community. (Includes youth programming and fire arms training)

Revised

Critical Element C

Officer functions.

Expectations

5. Responds to requests from individuals to unlock their vehicles.
6. Inspects traffic conditions and problems and recommends corrective actions.
7. Detects the need for the repair or replacement of traffic signals, signs and markings and recommends corrective measures.
8. Enforces traffic and parking regulations; directs traffic; investigates accidents and obtains information from witnesses.
9. Investigates reports of child neglect and persons reported to be contributing to the delinquency of minors.
10. Investigates reports of missing persons and cars.
11. Conducts investigations at crime scenes; preserves evidence; identifies witnesses.
12. Answers calls and complaints of crimes of violence, thefts, accidents, domestic disputes and other felonies and misdemeanors; locates and arrests offenders.
13. Responds to emergency medical services and fire calls.
14. Assists the Sheriff's Office with calls, as requested.
15. Prepares evidence for issuance of complaints; criminal processes, including warrants and subpoenas.
16. Coordinates efforts of volunteers during emergencies.
17. Prepares case reports and appears in court to present evidence.

Critical Element D

Other functions.

Expectations

18. Is available for call in as required.
19. Reports to work on time.
20. Reports for work in acceptable attire and state of cleanliness to make an acceptable appearance appropriate to duties performed.
21. Appropriately handles confidential and sensitive information.

MINIMUM QUALIFICATIONS

Education and Experience: High school graduate or equivalent.

Revised

Required Knowledge, Skills, and Abilities:

Working knowledge of the modern principles, practices, techniques and equipment.

Working knowledge of federal and state laws, local ordinances, police regulations and police investigative methods.

Working knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work.

Working knowledge of the use of police records and application to the solution of police issues.

Working knowledge of the principles, practices, and techniques of traffic control.

Working knowledge of investigative techniques as appropriate to the position.

Basic understanding of computers.

Ability to apply first aid and CPR as needed.

Ability to learn the geography of the City and the location of important building and areas requiring police services.

Ability to learn the rules and regulations of the Police Department.

Ability to follow written and oral instructions.

Ability to enforce the laws and regulations firmly, tactfully, and impartially.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with employees, officials, and the public.

Ability to anticipate and analyze problems and determine effective solutions.

Ability to keyboard reports.

Ability to perform work requiring good physical condition.

Necessary Special Requirements:

Appropriate North Dakota Peace Officer License, required following the one-year probation period, and a North Dakota Driver's License.

Revised

Revised