



City of Hopkins

Inspire, Educate, Involve, Communicate

Position Title:	Police Officer
Department:	Police Department
Supervisor:	Sergeant
FLSA Status:	Non-Exempt, Regular Full Time
Salary Range:	\$26.58- \$40.13

Position Summary

This position is responsible for the handling of law enforcement activity including, but not limited to, responding to calls for service, assigned tasks and details, and self-initiated contacts. Works directly with citizens, assists in resolving problems/conflicts, represents the City with a courteous, helpful and professional manner. Reports to police sergeant or assigned supervisor.

Essential Duties and Responsibilities

General

- Protects life and property by performing assigned law enforcement and investigative activities.
- Responds to emergency and non-emergency calls for service and assistance.
- Enforces city ordinances and state and federal laws in fair and uniform manner and according to established department policies and effects arrests when circumstances dictate.
- Responsible for traffic enforcement, control, and direction. This includes motorized, non-motorized and pedestrian traffic.
- Patrols and observes the community in order to detect and deter criminal activity and provide a sense of security and well-being to the community.
- Prepares clear and accurate reports in accordance with department policies.
- Prepares and executes warrants, makes recommendations for criminal complaints and presents testimony as required in court.
- Gathers, develops, and disseminates information relevant to any law enforcement problem.
- Reports significant law enforcement information to the police sergeant or assigned supervisor.
- Disseminates and receives information through telecommunication devices including, but not limited to, mainframe computer, personal computer, radio system, phone system (mobile phones, voice mail), electronic mail, pagers, and cassette recorders.
- Performs other assigned and self-initiated law enforcement and service tasks, all under the general supervision of the police sergeant or assigned supervisor.
- Performs other duties as assigned or apparent.

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Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situation; ability to speak and write English clearly. Must be able to assertively control conversations and situations regarding groups of people in both emergency and non-emergency situations to control and quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives. Must be able to effectively represent the organization and the department to the public.

Decision Making: Must be able to act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives. Must have a knowledge of the utilization of appropriate resources and the willingness to communicate the use of available resources. Must be able make fair and effective decisions in an emergency and non-emergency environment. Must use resourcefulness to evaluate situations, innovate, improvise as necessary and to adapt in a timely fashion.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to other's problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, and accurate business-like attitude. Must be able to work independently with minimal supervision on all assigned job duties and responsibilities. Must be willing and able to clearly and correctly follow the orders of any supervisor without delay or discussion.

Personal Integrity: Must be willing to conduct self with the utmost integrity and honestly with all dealings with the public, co-workers, and other city workers at all times (whether on duty in uniform or plain clothes or off duty.) This is to avoid at all costs the appearance of compromising the high regard and professional stature of both self and the Hopkins Police Department.

Community Orientation: Must be able to reach beyond the traditional role of law enforcement to use other skills and resources which could be utilized such as other resources of the city, county or state to solve locally based problems that ultimately lead to a better community through innovative problem solving.

Quality of Work: Must be able to evaluate situations, innovate, improvise as necessary and to adapt in a timely fashion. Must be able to produce quality, accurate work in a timely fashion. Must be able to utilize work time properly and productively

Technical Knowledge: Must have working knowledge and ability to perform standard operating procedures required in daily law enforcement operations. Must have working knowledge of city ordinances and state and federal laws including rules of evidence.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to respond to police department situations and circumstances as needed. Works in both internal office and external conditions including extreme heat, cold, and all weather

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variations. Must have the ability to run and perform all POST Board mandated training objectives for use of force, defensive tactics, etc. (See MN POST Board for all objectives.) Must meet physical abilities of police officer as stated on attached sheet.

Minimum Qualifications

- Must have a valid Minnesota Peace Officer License or be eligible to be licensed in the State of Minnesota by February 1, 2017.
- Must have a valid Minnesota driver's license or obtain within 60 days of appointment.
- Must be eligible to carry firearms in the State of Minnesota.

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PHYSICAL FACTORS	CODE	ENVIRONMENTAL FACTORS	CODE
Standing Stationary	V	Work Alone	F
Moving About	F	Work with Others	C
Sitting	F	Work around Others	C
PHYSICAL STRENGTHS AND DEMANDS:		Customer/Public Contact	C
Lifting-Push & Pull While Stationary		Shift Work	C
<i>Sedentary-Up to 10 lbs.</i>	F	Extended Day	O
<i>Light Work-11 to 20 lbs.</i>	O	Inside	F
<i>Medium Work-21 to 50 lbs.</i>	O	Outside	F
<i>Heavy Work-51 to 100 lbs.</i>	V	Confined Areas	O
<i>Very Heavy-Over 100 lbs.</i>	V	Extreme Hot	V
Carrying-Push & Pull While Moving About		Extreme Cold	V
<i>Sedentary - Up to 10.1bs.</i>	C	Wet and/or Humid	O
<i>Light Work-11 to 20 lbs.</i>	F	Noise	O
<i>Medium Work-21 to 50 lbs.</i>	V	Vibration -	O
<i>Heavy Work-51 to 100 lbs.</i>	V	Mechanical Equipment	O
<i>Very Heavy-Over 100 lbs.</i>	V	Electrical Equipment	F
Climbing	V	Pressurized Equipment	O
Balancing	V	Burning Material/Equipment	V
Stooping	V	Explosive Material/Equipment	V
Kneeling	V	Radiant Energy	F
Crouching	V	Moving Objects	O
Crawling	V	High Places	V
Reaching	F	Fumes/Odors	O
Twisting-Sitting	O	Dirt/Dust	O
Twisting-Standing	O	Gases	O
Handling	O	Poor Ventilation	V
Fingering	O	Other (Specify)	
Feeling	F	Other (Specify)	
Talking	C	<p>CODES:</p> <p>Blank - Not Present</p> <p>V = Very Infrequent - 1 to 2 times a week</p> <p>O = Occasional - Up to 1/3 of time a week</p> <p>F= Frequent - 1/3 to 2/3 of time</p> <p>C = Constant - More than 2/3 of time</p>	
Hearing	C		
Seeing-Near Vision	C		
Seeing-Far Vision	C		
Seeing-Depth Perception	C		
Seeing-Accommodation	C		
Seeing-Color Vision	C		
Seeing-Field of Vision	C		
Smelling	O		
Walking	F		
Reading	F		
Writing	F		
Other (specify) Night Vision	V		