



City of Hopkins

Inspire, Educate, Involve, Communicate

Classification Title:	Police Officer
Department:	Police
Supervisor:	Sergeant
FLSA Status:	Non-Exempt, Regular Full-Time
Grade:	POA

CLASS SUMMARY:

This position is responsible for conducting law enforcement activities to ensure public safety. Responsibilities may include: responding to requests for assistance from the public; preventing traffic accidents and deterring violators; investigating accidents and criminal incidents; preparing incident reports; ensuring the security and order of the court; receiving, processing, recording, storing, maintaining and releasing evidence; protecting crime scenes; and coordinating with other departments.

Scope of Impact:

The duties and responsibilities of this job are performed with latitude for independent judgement in accordance with Department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. Work is subject to periodic review by the supervisor, who provides input on approval of recommendations and discusses assignments, priorities and work.

CLASSIFICATION ESSENTIAL DUTIES:

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

- Responds to requests for assistance from the public, including emergency and high-risk calls for service; work may involve mediating conflicts; assisting parents with their children; performing first aid; and enforcing laws related to the protection of life and property; may route calls or refer the public to appropriate department/personnel/ resources/agencies
- Investigates accidents and criminal incidents; duties may involve patrolling sites on foot, or by motorcycle or cars; protecting crime scenes; interviewing suspects, victims, and other relevant parties; arresting individuals; writing and executing search warrants; receiving, processing, recording, storing, maintaining, and/or releasing evidence; and testifying in court
- Provides traffic control and direction to prevent traffic accidents and deter violators; work may involve checking speed with radar, making traffic stops,



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- providing written or verbal warnings, issuing citations, or arresting law violators
- Prepares and/or maintains incident and other reports, records, files, and other documentation; and maintains, updates, and/or enters/retrieves information into/from databases, and other online systems, to record and communicate department case activity, and other operations
 - Oversees part-time staff, contract employees, volunteers, reserve officers, and interns to include: prioritizing and assigning work; conducting performance evaluations; coordinating and conducting staff training
 - Conducts and/or coordinates training for interns, chaplains, new officers, and/or other staff; work may involve preparing lesson plans and other training content, presenting material, and observing trainees..
 - Ensures the security and order of the court, when required
 - Coordinates with other departments, including the fire, public works, and inspections departments, external agencies, the public, and other interested groups; and attends meetings and participates in committees, to provide assistance, facilitate departmental information, communicate case or other departmental information, represent the department, and/or serve as a liaison.
 - Performs other duties of a similar nature or level.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of

- Modern police practices and methods;
- Departmental procedures, rules and regulations;
- Effective methods of investigation;
- Applicable Federal and State laws, city statutes and laws of arrest;
- Street layout and geography of the City;
- Customer service principles;
- Recordkeeping principles;
- Court procedures;
- Training principles;
- Computers and related software applications.



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Skills

- Enforcing Federal, State laws, and city statutes;
- Analyzing situations quickly and objectively;
- Investigating crime scenes;
- Operating a police vehicle;
- Training officers on work methods;
- Maintaining required records and preparing reports;
- Providing customer service;
- Testifying in court;
- Prioritizing and monitoring work;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE:

Associate's degree or two-year technical certificate in Law Enforcement or related field; or an equivalent combination of education and experience

LICENSING REQUIREMENTS:

Peace Officers Standards and Training License

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.



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Working Conditions:

Incumbents may be exposed to hazardous physical conditions, such as, mechanical parts, electrical currents, and vibrations; atmospheric conditions, such as fumes, odors, gases, and poor ventilation; hazardous materials, such as chemicals, blood, and other bodily fluids; extreme temperatures; inadequate lighting; work space-related movement restrictions; intense noise; and other environmental conditions, such as, challenging behaviors, imminent danger, may be subject to call backs and threatening environments.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.