

Police Officer

Department: Police

Reports To: Police Chief

FLSA Status: Non-Exempt

Grade: 16



JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. An incumbent in this position may be designated "Senior Police Officer" and would be classified as a Grade 17.

ESSENTIAL FUNCTIONS

- Patrols the city to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic and parking laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signals and signs to identify and report hazardous conditions.
- Performs business and residential security checks; checks doors, windows, gates, and fences; reports unsecured property.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; interviews witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Prepares criminal and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.
- Performs the duties of a School Resource Officer as assigned; assists school staff in ensuring the safety of the school; investigates crimes committed on school grounds; contacts parents in regards to truant students; assists in directing traffic at schools.
- Performs related duties. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of all facets of police work and of applicable constitutional guidelines, federal and state criminal laws, traffic laws, and local ordinances.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in the use of firearms, assigned vehicles, and other standard and specialized law enforcement equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief of Police or Police Sergeant assigns work in terms of very general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the City of Madison Personnel Policy and Procedures Manual, department policies and procedures, federal and state laws, case law, accreditation standards, and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

CONTACTS

- Contacts are typically with department personnel, other city employees, judges, attorneys, business owners, citizens, suspects, victims, and representatives of other law enforcement agencies.
- Contacts are typically to give or exchange information, resolve problems, provide services, interview persons, and settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 100 pounds.
- The work is typically performed in an office, patrol vehicle, and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the South Dakota Law Enforcement Officers Standards and Training Commission.