

**CITY OF NORTH BRANCH, MINNESOTA
CLASS SPECIFICATION**

CLASS SPECIFICATION TITLE: Police Officer

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	4	Non-Exempt
<u>CLASS SUMMARY:</u> This class is responsible for enforcing and investigating local, state, and federal laws and regulations and serving and protecting the general public.			

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	
1.	Responds to calls for service from the general public regarding emergency and non-emergency situations. (Daily – 40%)
2.	Performs traffic patrol duties to enforce all traffic laws and patrol the streets for non-traffic violations. (Daily – 35%)
3.	Completes various reports related to daily duties to include criminal reports and general informational reports. (Daily 15%)
4.	Performs investigations as required. (Daily – 10%)
5.	Performs other duties as required. If a new work assignment requires access to not public data, the employee is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

<u>Position Specific Responsibilities</u> Employees assigned specifically to Schools will typically be responsible for: <ul style="list-style-type: none"> - Acting as the liaison between law enforcement and the school. - Maintaining emergency procedures at the school. - Giving instructional presentations to schoolchildren.
<u>Training and Experience</u> (positions in this class typically require): Associates Degree in Criminal Justice or related field and two years of law enforcement experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
<u>Licensing Requirements</u> (positions in this class typically require): <ul style="list-style-type: none"> • P.O.S.T. certification. • Valid MN driver's license.

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Knowledge (position requirements at entry):

Knowledge of:

- Applicable State, Federal and County law requirements;
- Arrest procedures;
- Weapon procedures;
- Basic criminal justice system principles;
- Traffic laws and procedures;
- Report preparation procedures;
- Customer service principles;
- Investigating techniques;
- Use of force principles;
- Department policies and procedures;
- Case management procedures;
- Crime scene processing.

Skills (position requirements at entry):

Skill in:

- Interpreting and applying statutes and ordinances;
- Using weapons;
- Operating police vehicles;
- Preparing reports;
- Solving problems and decision making;
- Utilizing first aid;
- Interrogating and interviewing;
- Compiling and organizing information;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Access to Not Public Data

The employee may encounter not public data in the course of their duties. Access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are not being accessed, employee should take reasonable measures to ensure that not public data are not access by individuals without a work reason. Once work reason to access the data is reasonably finished, employee must properly store the not public data according to the provisions of Minnesota Statutes Chapter 13.

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Physical Requirements:

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

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to odors, dusts, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.

NOTE:

The above 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.

Classification History:

Draft prepared by Fox Lawson & Associates LLC (JG)

Date: 7/2004

Amended: 8/2014