



Police Officer Job Description

Department: Police
Reports To: Sergeant
Pay Grade: 13
FLSA Classification: Non Exempt
Approved by: Human Resources
Revision Date: January 1, 2018

SUMMARY

Under limited supervision, the Police Officer will perform general policing functions intended to ensure the safety and security of the lives and property within the City. Activities include patrol, traffic enforcement, and investigative duties. Officers may be assigned to special activities of projects on an on-going or short-term basis (e.g., crime prevention investigations, school resource officer, etc.). The work performed involves a considerable risk to personal safety for self and others and requires quick decision making when determining the appropriate action to take in a given situation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assigned to a designated area of the City to enforce all laws and regulations, to provide security, to detect violators, and to develop positive relationships with residents, businesses, schools, and students in assigned neighborhoods.
- Coordinates the services of different governmental and private agencies to resolve identified problems.
- Discourages violations by being visible and present in the community.
- Observes unusual activity; attempts to intervene in situations to prevent violations.
- Issues warnings or citations for violations both criminal and non-criminal.
- Detains and conducts interviews and arrests of persons violating the law as indicated by the nature of the offense and as guided by policy and circumstances.
- Enforces traffic laws; operates radar or other speed measuring devices; administers tests and transports intoxicated persons to jail or a designated detox facility; observes drivers and vehicles and intervenes as necessary to correct illegal or unsafe conditions.
- Conducts periodic security checks of businesses and other facilities.
- Receives, prioritizes and responds to non-emergency calls.
- Responds to complaints, accidents, disturbances and/or requests for police assistance.
- Assesses each situation and determines the most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing.
- Responds to emergency situations such as accidents, medical emergencies, fire scenes and other emergencies, and performs various other tasks to secure the scene and assist other emergency personnel.
- Provides first aid to injured persons, as necessary, until medical personnel are available.
- Handles crowd control, directs traffic, clears access routes, escorts emergency vehicles, contacts tow trucks, etc.
- Preserves and/or collects evidence as indicated by the circumstances.

- Conducts detailed investigations of criminal activities and public safety incidents; secures crime scene; gathers, secures, documents, and analyzes evidence; maintains chain-of-custody; interviews witnesses and victims and records pertinent information; provides input and documentation to other investigators as needed; analyzes problems, researches solutions; coordinates investigative information with others both inside and outside the department.
- Participates as a team member with officers, supervisors and citizens to identify and prioritize problems, develop and implement solutions, and evaluate results.
- Organizes resources within the community, the police department and other agencies to reduce crime and meet the appropriate needs of the community. Works toward building partnerships with citizens, service providers, other agencies, etc.
- Develops and conducts crime prevention activities in assigned neighborhood.
- Serves as a resource to organizations, committees and groups that affect neighborhood issues.
- Conducts presentations on topics identified as concerns or problems to neighborhood and civic groups.
- Researches and develops materials for preparing literature, citizen training programs, in-service training programs, and other educational information.
- Maintains records of activities and prepares reports to provide information to investigators and/or prosecutors.
- Completes reports of accidents, injuries and property damage losses;
- Submits reports for supervisor's review.
- Testifies in court proceedings to present evidence and to give personal account of incident/crime as needed; consults with prosecuting attorneys and investigators regarding cases; prepares necessary reports, logs, and other documents as required.
- Maintains firearms and other equipment issued.
- Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
- Frequently interacts with others in the work unit, the public or across departments to exchange detailed and/or technical information;
- Successfully negotiates between parties to achieve a work related objective.
- Maintains positive relationships with other agencies (i.e. S.A.'s office, Coroner, FBI, ATF, BCI and other LE) to produce quality work for the citizens of West Fargo.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- 60 semester hours in criminal justice or a related field.
- Must be a licensed North Dakota Peace Officer, or eligible for licensure.
- Must be able to render credible testimony in a court of law.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

Incumbent spends a large portion of each day in a patrol vehicle, frequently exiting and entering vehicle. Incumbents must be able to climb ladders, walk or run on uneven surfaces, drag up to 185 pounds for a distance of 50 feet. Occasional lifting, pushing or pulling of up to 100 pounds, frequent lifting, pushing or pulling of up to 50 pounds and regular moving of objects up to 20 pounds is required. While on patrol, continual attention to detail in monitoring surroundings is required. Moderate attention to detail and deadlines is required in completing reports and paperwork. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Incumbent is required to carry a firearm, take appropriate safety precautions and wear protective body armor. While on patrol or at crime scenes, incumbent may have exposure to injury, trauma, angry or violent individuals, animal bites, blood-borne and air-borne pathogens, traffic accidents, visual and emotional trauma, toxic chemicals, and adverse road and weather conditions. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.

Investigations Detective Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts investigations on criminal cases.
- Performs follow-up on initial reports from Police Officers or the public; examines and screens data to ascertain its usefulness; analyzes data to identify links between individuals and crimes; looks for patterns, identifies suspects, and determines if information is credible.
- Processes crime scenes, identifies and collects additional evidence such as fingerprints, biological evidence; takes photographs; and logs evidence; interviews suspects, witnesses, victims; identifies and follows up with suspects and leads.
- Writes and serves search warrants and subpoenas, obtaining approval through State Attorney.
- Works to locate suspects, witnesses, and other relevant parties; makes arrests; prepares required investigative reports and develops and maintains accurate, complete and up to date case files.
- Maintains a heavy case load and complete in a timely and efficient manner.
- Required to be on-call to respond at any time of day throughout the week and participate in on-call schedule.
- Cooperates with other law enforcement agencies in investigations. Analyzes cases and works with other agencies to make connections to other cases, including inactive cases, and resolve open cases. Exchanges information, attends meetings.
- Prepares cases for prosecution and submits to City or State Attorney as appropriate. Collates case information, writes case narrative, and works with prosecutors on putting case forward. Testifies in court, often designated as case agent for major trials.
- Teaches courses to Police Officers and Crime Scene Investigators.
- Conducts presentations on crime prevention for the public, various groups, and the Citizens' Academy.
- Conducts undercover work.

MINIMUM QUALIFICATIONS

- Three years of previous experience as a West Fargo Police Officer.

SPECIALIZED INVESTIGATIONS DIVISION REQUIREMENTS

- Permanent Investigators
 - Actively participate in supervisory role in the absence of the Investigative Lieutenant or Sergeant.
 - Participate in a mentor role for the rotating investigators.
 - Take lead role in high profile cases: on-scene throughout trial.
 - Expected to provide guidance and support to rotational detectives in achieving objectives.

- Narcotics Investigators
 - Ability to run and operate Confidential Informants.
 - Knowledge in visual, audio and tracking electronic devices.
 - Maintain open communications with the WFPD Investigations Sergeant and BCI/DEA Supervisor.
 - Operating in undercover operations, as undercover agent or incident commander of undercover operations.

- Street Crimes Unit
 - Gain and maintain knowledge/ intelligence of local, national and international gangs.
 - Identification, tracking and suppression of gang members, associates and activities.
 - Provide court testimony regarding gangs.
 - Investigate and/or assist investigations into gang related criminal cases.
 - Develop and run confidential informants and sources of information.
 - Operate in multiple jurisdictions including multiple states (ND and MN), with knowledge of laws, ordinances and enforcement.

- Intelligence Bureau
 - Act as a liaison between the West Fargo Police Department and various other local, state and federal agencies, as well as, other groups such as bank fraud and loss prevention.
 - Adhere to federal guideline 28 CFR part 23 regarding the collection, storage and dissemination of criminal intelligence.
 - Intelligence information received and disseminated from various sources will be vetted and categorized to ensure its accuracy.
 - Creates bulletins to effectively disseminate information to other units of the police department, as well as, other agencies.
 - Creates courtroom quality displays to effectively pass on information during court proceedings.
 - Crime Mapping of current trends in the city.
 - Use of video or photographic enhancement equipment or software to assist in identifying suspects and suspect vehicles.
 - Threat assessment for major events or critical infrastructure on West Fargo.

Cultural Liaison Officer Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a resource for education about law enforcement matters affecting recent immigrant communities.
- Maintains current knowledge and thorough understanding of multiple world cultures and religions including the differences in laws between various groups' native countries and the U.S. by attending seminars, networking, and independent study.
- Develops materials and teaches classes to refugees on federal, state and local laws, lifestyle expectations, appropriate behavior, interactions with schools, and other relevant topics to the communities. Provides information and answers questions.
- Provides a variety of educational resources to the refugee community including law enforcement information and advice; provides education and informs other Police Officers on issues of cultural understanding and an awareness of the issues.
- Conducts seminars and provides information for various non-profit groups and public and private agencies working with New Americans to increase understanding of the new American's plight, how to interact with various groups.
- Provides the department, as well as public and private agencies, with ongoing information on concerns being expressed by different cultural communities.
- Maintains knowledge on services provided by other agencies to relay to cultural groups.
- Provides a monthly update on activities, concerns and trends to the supervisor.
- Works to resolve crime issues affecting cultural communities.
- Monitors and analyzes crime trends within groups and increases work in communities with increased criminal activity.
- Conducts follow-up investigations referred from patrol officers for criminal issues and non-criminal issues pertaining to members of cultural communities.
- Works closely with multiple local, state and federal agencies to assist in maintaining clear lines of communication on current issues of concern and to assist them in their investigations.
- Establishes trust and maintains good working relationships with the formal and informal leaders of various local communities. Exchanges information to increase mutual understanding. Attends various community events.
- Establishes and maintains working relationships with numerous interpreters. Schedules interpreters for investigations, meetings and events.

MINIMUM QUALIFICATIONS

- Three years of previous experience as a West Fargo Police Officer.

School Resource Officer Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains visibility on school grounds by patrolling hallways, parking lots, building and grounds. Monitors situations and intervenes where necessary. Attends after-school events such as sporting events, school dances and senior all-night parties.
- Addresses school discipline issues with appropriate school staff. Attends various meetings with school staff, administration, superintendent, and a variety of committees. Provides input on discipline, behavior, and other student issues. Participates on various school committees. Attends disciplinary meetings with students. Assists school district in writing policies.
- Conducts investigations on assaults, drugs, vandalism, theft, etc. Collects evidence, reviews videos, interviews students, and meets with parents. Assists other officers in their investigations involving students from assigned school. Makes arrests when necessary.
- Conducts classroom instruction and presentations in schools for students, parents, teachers and the community. Develops and delivers presentations on topics as requested. Delivers standardized programs as well, such as anti-drug programs.
- Meets with parents in their homes. Coordinates visits with social services as necessary. Assists the school principal on home visits related to truancy.
- Takes students into protective custody when necessary.
- Attends juvenile court when necessary.
- Completes paperwork and maintains student files.
- Assists schools with maintaining security systems and surveillance systems.
- School Resource Officers maintain a safe on the school premises with a medical kit and rifle.
- Monitors police radio during the day and provides back-up to other School Resource Officers, if necessary, as well as Patrol Officers in emergency situations.

MINIMUM QUALIFICATIONS

- Three years of previous experience as a West Fargo Police Officer.

Truck Regulatory Officer Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors construction zones and works with contractors to ensure codes are followed.
- Monitors for speed enforcement, equipment licensing, oversize and overweight construction vehicles, street and curb damage complaints and proper permitting.
- For major projects, attends meetings with contractors, engineers, DOT officials, etc. to plan access routes and diversions for construction related traffic.
- Makes traffic stops primarily in construction zones as well as on other roadways.
- Provides short-term traffic control for oversize vehicles, traffic control testing, utility repairs, hazardous material spills, and other situations.
- Meet with contractor/businesses regarding safety expectations as well as making a basic inspection of equipment and vehicles.
- Measuring and weighing equipment and/or vehicles for the purposes of City of West Fargo permit compliance as well as Federal laws.
- Properly complete and issue City of West Fargo permits as it relates to over-dimensional ordinances and laws.
- Assists with special route-driven projects and events such as parades, marathons, and over-dimensional moves. Plans for traffic control in collaboration with Public Works department and monitors events.
- Assists during Street Department emergencies by notifying residents to move vehicles.
- Tickets and impounds offending vehicles impeding City snow removal efforts.
- Monitors private snow removal to ensure that it does not create problems on public streets.
- Investigates complaints regarding road hazards and traffic signing issues, EPA concerns, illegal dumping, traffic concerns relating to construction/building sites and commercial vehicles.

MINIMUM QUALIFICATIONS

- Three years of previous experience as a West Fargo Police Officer.
- Specialized State Highway Patrol training on commercial vehicle enforcement.

K9 Unit Officer Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to situations that indicate a need for canine support.
- Responds to missing persons reports where a canine may be used for tracking.
- Responds to calls for canine backup where a suspect may be at large in the vicinity and a canine is needed to assist officers with finding and apprehending individuals who may be hiding or armed and dangerous.
- Responds to situations where there is reasonable suspicion of drug presence and a canine is trained to locate drugs.
- Provides for the training and care of the assigned canine.
- Participates in the selection and training of a canine and attends formal training necessary to prepare self and the canine for duty.
- Ensures that the canine is properly fed, sheltered, groomed, and exercised.
- Ensures appropriate veterinary care is provided, including health checks and immunizations.
- Ensures that the canine is appropriately socialized depending on the nature of assignments.
- Controls the canine to prevent injury to individuals and associated liability.
- Prepares reports of all canine use, including use of force.

MINIMUM QUALIFICATIONS

- Three years of previous experience as a West Fargo Police Officer.
- Ability to work with animals and command obedience.
- Ability to properly house and care for the canine.
- Ability to pass and maintain K-9 Certification.