

# CITY OF BEULAH

## Police Officer

### JOB SUMMARY

#### **General:**

This position performs general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances. This position performs a full range of law enforcement duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, and climbing fences and other obstacles. Shift duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger. This position must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. This position must handle weapons and other police equipment. There is frequent interaction with the general public.

#### **Supervision:**

This position is under the direct supervision of the Chief of Police or other assigned supervision coinciding with the general supervision of the Mayor or any applicable City Council Member.

#### **Hours of Work:**

This is a full-time position requiring rotating shift work during daytime and evening hours of any day of the week, Sunday through Saturday, including but not limited to weekends and holidays observed by city policy. May require additional hours on an overtime pay basis as required by the needs of the Department.

#### **Compensation:**

Wage compensation is on an hourly basis. Overtime is compensated at one and one-half the straight time rate of pay. Overtime hours are computed as per the United States Department of Labor Fair Labor Standards Act of 1938 as currently amended and applicable to a law enforcement department. Benefits are provided with this position. General wage and benefit criteria applicable to this position are as per the current City of Beulah Personnel Policy Manual and other policies currently in affect.

#### **Employment:**

Employment with the City of Beulah is "at-will". This means that either the employee or the City of Beulah may terminate the employment relationship at any time with or without cause. The only entity authorized to change or modify this relationship is the City Council of the City of Beulah.

## MAJOR DUTIES

*This position may not include all of the specific duties listed, nor do the examples cover all of the duties which may be performed.*

- Exercise authority consistent with the obligations imposed by the oath of office.
- Apply good knowledge of laws and ordinances governing law enforcement in the City of Beulah and the County of Mercer and State of North Dakota as applicable.
- Identify criminal offenders and criminal activity and where appropriate, apprehend offenders.
- Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons.
- Load, unload, aim, and fire handguns, shotguns, and other agency equipment from a variety of body positions under conditions of stress that justify the use of deadly force.
- Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Operate a law enforcement vehicle during daytime or nighttime, in emergency situations involving speeds in excess of posted limits, in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice, snow.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless public service.
- Demonstrate effective interaction with the officers of other agencies and municipalities.
- Perform other miscellaneous duties as required by the City to support the Department and government functions.

## SPECIFIC DUTIES

1. Complete detailed reports on all crimes, vehicle accidents and other incidents within the jurisdiction of the Department.

2. Serve or deliver warrants, summonses, subpoenas and other official papers.
3. Be accountable for the securing, receipt and proper transporting of all evidence and property coming into custody.
4. Confer with prosecutors, testify in court, and participate in court proceedings as required.
5. Record activities during shifts in the manner prescribed by the Department.
6. Maintain and use efficiently all department issued equipment in a clean and functional fashion.
7. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
8. Enter or retrieve data from a computer terminal, PC or other keyboard device.
9. Come to the aid of people who are in danger of physical harm.
10. Give advice and general information to inquiries from the public.
11. Assist other City departments or non-city organizations as required or directed by supervision.
12. Perform all work in accordance with established safety practices.
13. Render first aid, as qualified, to persons who are ill or injured.
14. Respond to emergencies, incidents, or dispatches as required. Take command of situations as required in the absence of the Chief of Police, the Police Sergeant, or other higher-ranking law enforcement officials having jurisdiction. Surrender command only to the Chief of Police, the Police Sergeant, other higher-ranking law enforcement officials having jurisdiction, or a designee of the Chief of Police.
15. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

Individual must have a high school diploma or equivalent. Upon employment this position must complete, pass and remain certified as a Licensed North Dakota Peace Officer. When hired must have and maintain a minimum of a North Dakota Class D Driver's License.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires frequent periods of standing and walking.
- Requires ability for continuous sitting.
- Ability to meet occasional physical demands of work such as kneeling, crouching, crawling, climbing, stooping, bending and reaching above the shoulder.
- Requires occasional lifting of up to 50 to 100 pounds.
- On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
- On a daily basis, requires the ability to communicate verbally, distinguish objects visually and make fine distinctions in sound.
- On a daily basis, requires use of hands to push, pull, grasp, and fine manipulation.
- On a daily basis, requires use of feet for repetitive movement.
- On a daily basis, requires the ability to work as a team player, courteously and respectfully with co-workers in a close working environment.
- Shall have the ability to work in all outside weather conditions.
- Requires ability to work eight hours per day and up to sixteen hours in a 24-hour period.

*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.*

## NECESSARY SPECIAL REQUIREMENTS

This position must maintain a primary residence within 45 minutes of the City of Beulah to maintain employment. Leaving this area will result in immediate termination. This position must be fluent in the English language in both spoken and written form. Applicant is subject to pre-employment drug testing and a criminal background check may be done on any applicant for this position at the discretion of the City of Beulah.

This job description does not constitute an employment agreement between the City of Beulah and employee and is subject to change by the City of Beulah as the needs of the City of Beulah and requirements of the job change.

**The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.**

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