



CITY OF TIOGA POSITION DESCRIPTION

Position Title: Patrol Officer
Department: Police Department

Date:
Status: Non-Exempt

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, municipal code enforcement, administrative duties, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Chief of Police.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts performing security patrols, municipal code enforcement, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Services/answers the Tioga Police Department telephone after hours, or as needed.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including incident reports, reports of investigation, field interrogation reports, alcohol influence reports, Intoxilyzer check lists, vehicle tow reports, motor vehicle accident reports, duty and vehicle log, etc.

Undertakes community oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, drug abuse prevention, traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities, including directing traffic and investigation of reported or observed violations of the law.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Municipal Judge, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Coordinates investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Adhere to all provisions of North Dakota Century Code Chapter 40-20.

Performs any and all other duties as assigned.

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PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

DESIRED MINIMUM QUALIFICATIONS

General: (A) must be 18 years or older at the time of employment; (B) No felony convictions or disqualifying criminal histories within the past seven years; (C) Must be able to read and write the English language.

Education and Experience:

- (A) High school diploma or equivalent.
- (B) Completion of the P.O.S.T. basic law enforcement training academy or equivalent, or the means to complete within a certain period of time.
- (C) Possession of, or ability to obtain, CPR and First Aid certification.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations;
- (D) Perform work requiring good physical condition;
- (E) Communicate effectively orally and in writing;
- (F) Establish and maintain effective working relationships with subordinates, peers and supervisors;
- (G) Exercise sound judgment in evaluating situations and in making decisions;
- (H) Follow verbal and written instructions;
- (I) Knowledge of City ordinances, policies and procedures and the means to communication such;
- (J) Meet the special requirements listed below;
- (K) Learn the City's geography.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid North Dakota Driver's License without record of suspension or revocation in any state;

(B) Ability to meet Department's physical standards; (C) Must possess, or be able to obtain State certification as a police officer by the State of North Dakota.

Tools and Equipment Used:

Patrol car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

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 frequently required to sit and talk or hear.

The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and oral interview; background check; drug screening final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Employee will be subject to completion of standard probationary period.

REVIEW AND APPROVAL

Employee's Signature: _____ Date: _____

Portfolio City Commission

Member's Signature: _____ Date: _____

President of the City

Commission's Signature: _____ Date: _____

Effective Date: _____, 2020 Revision History: