



City of Canby Job Description

Job Position: Police Officer
Department: Police
FLSA Status: Non-Exempt
Reports to: Police Chief
Bargaining Unit: LELS Local 355

General Statement of Duties:

Responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances. Provides primary police protection by active patrol of the city.

Supervision Received:

Works under the direction of the Police Chief.

Supervision Exercised:

This position does not exercise direct supervision.

Essential Duties and Responsibilities:

- Enforces laws, statutes, and City ordinances.
- Performs investigations into criminal matters.
- Apprehends and detains suspects and violators.
- Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies.
- Investigates complaints involving violation of state and federal laws and City ordinances.
- Patrols streets and highways, residential and business areas, and buildings to prevent and protect against criminal activities.
- Participates in crime prevention, community policing, and school/community events.
- Takes reports from citizens and completes reports in a timely manner.
- Investigates traffic accidents, including preparing reports and gathering evidence.
- May perform specialized assignments such as DMT operator, Use of Force Instructor, Taser Instructor, Firearms Instructor, etc.
- Ensures proper maintenance and safe operation of all vehicles and equipment.
- Perform other duties as assigned or apparent.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of state and federal laws, City ordinances and traffic laws and regulations.
- Knowledge of approved practices, procedures, and techniques required in performing daily law enforcement duties.
- Knowledge of rules of evidence, arrest, search, and seizure.
- Knowledge of first aid and ability to apply first aid promptly in emergency situations.
- Proficiency in the use of firearms.
- General knowledge of computer operations and software programs.
- Ability to type reports accurately and efficiently.
- Ability to utilize rational split-second decisions while maintaining professionalism and proper conduct.
- Ability to effectively drive a police vehicle in all driving situations and weather conditions.
- Ability to be prompt at all times.
- Ability to handle public scrutiny professionally and work under high stress conditions.
- Ability to operate law enforcement equipment including traffic radar, DMT, evidence capturing equipment, and radios.
- Ability to work all shifts, weekends, and holidays, be on call and respond to calls during non-work hours.
- Ability to speak with people of different cultures, religions, creeds, and mental health conditions while maintaining professionalism.
- Ability to work with other agencies that may request, or be requested, to help in various types of situations, including social services, attorney's offices, advocacy programs, etc.

Special Requirements:

- Must be licensed or eligible to be licensed as a Minnesota Police Officer in accordance with the standards established by the Minnesota Peace Officers Standards and Training Board (POST).
- Valid Minnesota Class D Driver's License or eligibility to be licensed.
- First Aid and CPR Certificates. or the ability to obtain the proper certifications within 6 months of hire and maintain thereafter.

Physical Requirements:

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; talk and listen; stand; walk; use hands and fingers, handle or operate objects, tools, and controls; and reach with hands and arms; climb or balance; stoop, kneel, bend, crouch, or crawl; and taste or smell. This position requires the ability to lift/carry/pull at least 50 lbs., and sometimes over 100 lbs. during any given shift. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position requires employees to wear a ballistic vest and duty belt during any type of weather condition, both day and night.

Minimum Qualifications:

- Associate degree in law enforcement or related field.
- One year of experience in law enforcement or related field or equivalent combination of education and experience.
- Ability to pass an oral evaluation, background investigation, and psychological and physical exams.

Desired Qualifications:

- Bachelor's degree in law enforcement or related field.
- Two years of experience in law enforcement or related field.

Reviewed By:

City Administrator

Employee