

JOB DESCRIPTION

CITY OF LAKE NORDEN

POSITION: Police Officer

DEPARTMENT: Police Department

OBJECTIVE AND SCOPE

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances. This includes prevention of crime, apprehension of criminals and maintaining general public order. Police work involves an element of personal danger and employees must be able to act without direct supervision and work to exercise independent discretion in meeting emergencies. Police work is performed in accordance with the department rules and regulations. Assignments and general instructions are received through supervisor (Mayor or in the absence of the Mayor then the Council President) who reviews both methods and results through reports, personal inspection and discussion.

The police officer is required to operate with wide latitude for independent judgment and action related to law enforcement. Coordinates police activities with other city departments when necessary. The police officer shall report to the City Council in regards to matters of organization, general plans, budget plans, budget considerations and department operating policies.

SPECIFIC RESPONSIBILITIES

1. Patrols the City of Lake Norden to preserve law and order, maintains the safety and security of citizens and visitors, prevent and discover commission of crime, apprehend criminals and offenders and to enforce vehicle and traffic laws. Answers calls and complaints taking necessary police action, including the submission of necessary report. Take proper police action at scene of crime, administers first aid, gathers evidence, locates witnesses and makes arrests when necessary. Furnishes information to anyone properly requesting it, if not inconsistent with standard operating procedures. Directs traffic, issues citations and controls crowds and public events. Obtains and prepares statements from witnesses. Appears in court as a witness for the City or State.
2. Receives training both "on the job" and formal training. Travel for training required for some parts of formal training.
3. Operate and maintain department issue firearms.

4. Formulate and present police policy and objectives in consultation with the City Council. Determines methods and procedures to accomplish policy and objectives and develops standards and regulations for all department operations.
5. Prepares reports and statistics on department activities and operations for monthly council meetings.
6. Performs specific police functions of the Police Department. Process all calls and requests for police assistance, any and all other duties required of a law enforcement officer, conducts thorough criminal investigations of incidents including, but not limited to traffic accidents, robberies, burglaries, rape, child abuse, fraud, suicides, unattended deaths, drug crimes, domestic abuse and violent crimes; collects and processes related evidence.
7. Coordinate police activities, investigations and other related duties when necessary with local, state and federal law enforcement agencies. Cooperate with state and federal offices in the apprehension and detection of wanted persons and with other agencies where Police Department activities are involved. Work with local law enforcement agencies to keep abreast of problems and develop ideas
8. Develops department annual budget recommendations. Controls expenditure of departmental appropriations and prepares annual budget estimate of needs. Includes equipment and general operating budgets, development of equipment specifications and approval of departmental purchases within delegated limits.
9. Maintains records and documents pertaining to Police Department operations. Insures proper recording and retention of information concerning department activities, handles required correspondence and prepares regular and special reports. Prepares paper work required for Court. Assists in preparation of documents for court cases. Maintains any other administrative documentation necessary for the efficient operation of the Police Department.
10. Responsible for care and maintenance of all Police Department equipment. Establishes and maintains a schedule of maintenance for patrol car and other equipment that normally requires preventative maintenance. Insures that equipment necessary for safe and efficient operation of the department is available. Safety is a prime concern in decisions regarding equipment.
11. Provides security to businesses and residents; responds to security alarms; guards and controls large public gatherings; provides police escorts as needed.
12. Performs other duties and functions as are necessary or incidental to proper performance of a Police Officer. Includes performing projects requested by the City Council.

13. Perform related police duties as assigned by a supervisor (Mayor or in the absence of the Mayor then the Council President).

REQUIREMENTS

1. Experience: Candidates not certified by the State of South Dakota are required to complete the department of Criminal Investigation Academy course within one year of being hired.
2. Knowledge of modern police methods and the organization and functions of county, state and federal enforcement, regulatory and licensing agencies.
3. Education: High School diploma or equivalent; advanced training in law enforcement, criminal justice or prior police experience preferred.
4. Good judgment and effective administrative ability.
5. Good oral and written communications skills.
6. Computer skills.
7. Ability to work effectively with public officials, other enforcement agencies and the general public.
8. Age requirement: Not less than 21 years of age.

I have read the Job Description and agree to all conditions set forth in the Job Description.

Printed Name

Signature of Employee

Date