

City of Fairfax Position Analysis

Position Title: Police Officer
Department: Police Department
Supervisor: Police Chief
Status: Non-Exempt

Primary Objective: The primary purpose of this position is to provide for the protection of life and property through the enforcement of the law in a manner consistent with federal and state law and municipal ordinances and according to the policies of the City of Fairfax.

Typical Duties Performed

- Enforces local ordinances and regulations, federal, and state laws
- Patrols the community, whether in-vehicle or on foot, to enforce laws, detect and prevent crime, provide traffic control, and protect life and property through proactive community policing and other applicable methods.
- Apprehend and arrest law violators, prepare written reports of crimes, assist in the prosecution of law violators, and effectively testify in court as necessary. Interviews victims, suspects or witnesses, and takes oral or written statements in investigating criminal offenses. Collects and preserves evidence and takes pictures of crime scenes.
- Conduct accident investigations, provide first-aid for injured persons, direct traffic and take safeguards to prevent further accidents; record observations as required, interview principals and witnesses, take statements; examine vehicles and roadways, observe traffic control devices and obstructions and wreckage.
- Prepare necessary reports as required by state law and departmental policy; review daily reports and confer with Police Chief to determine activity in the community and potential problems, maintain log, and other forms and correspondence as required in a manner so that proper record and basis for follow-up is assured.
- Report matters which require the attention of other municipal departments.
- Assist other agencies such as the county, area communities, and the State Highway Patrol as needed.
- Respond to all medical emergencies to provide assistance to the ambulance crew as needed and to provide first aid as appropriate.
- Encounters situations and is prepared to take defensive actions in response to threats or actual infliction of bodily harm and takes appropriate action in compliance with state statute and department policy.
- Cooperate with civic groups and the schools in crime prevention activities.

- Render aid and assistance to the general public including stalled or disabled vehicles in traffic, answering questions, giving directions, law interpretations, making referrals to other agencies, and any other similar needs.
- Attend training sessions as required by the Police Chief in accordance with licensing requirements of the Police Officers Standards & Training Board (POST).
- Ensure proper maintenance and safe operation of all vehicles and equipment.
- Assist in field training of new officers.
- Perform all other duties as assigned or apparent.

Essential Knowledge and Abilities

- Considerable knowledge of modern law enforcement methods and procedures including the knowledge of criminal investigations, interrogation, gathering and preserving of evidence, use of police records and rules of evidence.
- Considerable knowledge of federal, state and local laws and department policies.
- Thorough knowledge of the geography of the City and of resources available in disaster and other emergencies. Ability to quickly develop a detailed understanding of the layout of the territory served by the Department, including important buildings and street systems.
- The employee must have good verbal and written communication skills and considerable ability to read and follow department policies and read police reports.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Considerable ability to analyze situations, identify alternatives and determine appropriate action.
- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to cope with situations firmly, courteously, and with respect for citizens' rights.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to work independently, without direct supervision.
- Considerable ability to lift and carry or drag objects or people weighing up to 150 pounds during an accident rescue and to subdue suspects as required.
- Considerable ability to operate a radio and other department equipment.
- Must demonstrate strong ability to prepare accurate and thorough reports, to operate with speed and accuracy computer software programs, and a thorough knowledge of office procedures.
- Ability to perform prolonged and detailed investigations to gather pertinent facts, and to integrate data into objective patterns leading to the solution and disposition of criminal cases.

- Must demonstrate strong ability to maintain training and or certifications in all areas necessary to law enforcement including but not limited to pursuit driving, firearms, use of force, domestics, air and blood borne pathogens, baton or asp, first responder or other first aid, hazardous materials, child abuse, and vulnerable adults' situations.
- Considerable ability to work various shifts and maintain a high level of awareness.
- Must have considerable knowledge of the BCA computer network, RMS, NCIC, and CJIS.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Strong intergovernmental relationship skills with ability to work with Renville County Sheriff's Office, Minnesota Highway Patrol, and other local, state and federal law enforcement agencies.
- Ability to interpret the Minnesota Governmental Data Practices Act and ensure the legal release of records.
- Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
- Maintain professionalism both on and off duty.

Working Environment

- May be confined to patrol car for an entire shift.
- Must be able to work in inclement weather or weather extremes.
- May be exposed to human bio-fluids.
- High level of social contact.
- May be exposed to unhealthy environments and strong odors.
- Exposure to hostile, aggressive, or violent people.
- Ability to work under a high stress situations.
- Will be required to work night/weekends/holidays.

Minimum Qualifications

- Associate Degree in law enforcement.
- Licensed as a Peace Officer by POST in the State of Minnesota.
- Possess a valid Minnesota Class D driver's license.
- CPR and First Aid certified.

Desired Qualifications

- Two years of experience as a police officer.
- Advance first aid training (Basic Life Support, EMS First Responder).

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.