



# JOB DESCRIPTION

## POLICE OFFICER

City of Fridley, Minnesota



<b>Date:</b>	February 15, 2019		
<b>Position Title:</b>	Police Officer		
<b>Department/Division:</b>	Police Department		
<b>Grade:</b>	400	<b>Salary ranges:</b>	\$25.55 to \$38.89 per hour, (per 2017 union contract)
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	Police Sergeant		

### **ORGANIZATIONAL MISSION:**

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

**POSITION OBJECTIVE:** Under the supervision of a Police Sergeant, this position is responsible for maintenance and order; enforcement of laws and ordinances; and protection of life and property. Conducts investigations into criminal law violations and other violations; engages in crime prevention activities; and provides other police services as may be required.

### **ESSENTIAL JOB FUNCTIONS:**

1. Actively work with citizens to resolve issues affecting their quality of life in the City of Fridley.
2. Patrol a specific assigned area on foot or using a vehicle as directed.
3. Operate and drive a patrol car to monitor traffic; operate vehicle-monitoring equipment such as radar; observe and detect traffic violations and crime; and investigate accidents.
4. Enforce federal law, state statutes and city ordinances.
5. Respond to complaints such as prowlers, trespass, fights, disturbance of the peace, domestics, alarms, lost or stolen property, etc.
6. Perform arrests and procedures as warranted.
7. Perform searches and maintains security of prisoners under his or her control.
8. Record written and oral statements from victims, witnesses, suspects, specialists, and citizens.
9. Write, dictate, type, proof or edit detailed reports in English to document activities.

**ESSENTIAL JOB FUNCTIONS (continued):**

10. Operate desktop and mobile computer equipment to create and submit reports, enter records, run queries and access data.
11. Operate radio and contemporary technology to receive and acknowledge police calls for service and communicate with other employees and supervisors.
12. Provide credible testimony and/or evidence at trials, hearings, and before grand juries as required.
13. Serve warrants and subpoenas as required.
14. Maintain strong code of ethics the highest standard of conduct while on and off duty.
15. Use appropriate level of force to achieve stated law enforcement objectives, including the ability to use deadly force when justified.
16. Answer questions from the public on the telephone or in person such as case status, complaints, law interpretation, etc. or refer questions to proper agency or person.
17. Perform routine traffic control activities such as directing traffic; perform verification and checks on car registration, check for outstanding warrants; and issue tickets, citations, or tags for illegal moving or parking violations.
18. Perform preventative patrol, surveillance checks and vacation checks of private dwellings and businesses.
19. Conduct preliminary investigations of robberies, burglaries, thefts, hold-ups, accidents, deaths and similar incidents.
20. Secure and monitor crime scenes.
21. Interrogate suspects and take sworn statements, formal confessions, or depositions.
22. Uses physical defensive tactics when necessary, e.g. taking suspect into custody.
23. Maintain proficiency in police skills such as use of firearms, first aid, driving, etc.
24. Become familiar with all departmental equipment and aids necessary to perform assigned duties.
25. Become familiar with and comply with field training manual, operations manual, federal laws, state statutes, and city ordinances relating to law enforcement; instructions and service manuals for operation and maintenance of law enforcement safety equipment; complies with Safety Manual and all departmental directives.
26. Relate effectively to victims of crimes providing personal support and advice as required.
27. Perform other duties as may be assigned or required.

### **OTHER JOB FUNCTIONS:**

1. Respond to medical emergencies and render first aid.
2. Serve as a Neighborhood Resource Officer to assist residents of specific neighborhoods resolve issues related to safety and quality of life.
3. Attend meetings, seminars and other required training classes to maintain current and up-to-date knowledge of criminal and civil laws, as well as technical skills and safety regulations in order to remain proficient in the performance of duty.
4. Perform regular checks on assigned equipment for safety, operation and efficiency.

### **JOB KNOWLEDGE, SKILL AND ABILITIES:**

1. Ability to write clearly and effectively, comprehend and follow oral and written communications in English such as commands, service manuals, safety instructions, pertinent laws, standing orders, street signs, building signs, warning signs, including ability to read signs in diminished light conditions.
2. Ability to communicate effectively in English, both orally and in writing, through orders, reports, requests, instructions, etc.
3. Ability to perform basic mathematical calculations such as addition, subtraction, multiplication, and division.
4. Ability to work effectively with other police officers on assigned team and with other personnel in the Police Department and municipal employees, as well as outside agencies and organizations.
5. Availability for work on rotating shifts on any day or time of the week, including evenings, weekends and holidays.
6. Ability to deal with diverse public tactfully, courteously, and, when the occasion demands it, with firmness and authority.
7. Successfully complete and pass required entrance exam(s), interviews, thorough criminal background investigation, pre-placement medical, physical, psychological exam, and drug/alcohol tests.
8. Ability to use accurate powers of observation and memory for names, faces, numbers, incident and places.
9. Ability to analyze situations quickly and accurately and to determine proper course of action.
10. Exercise good situational judgment and make decisions as to appropriate action under pressure in accordance with rules, regulations and policies.

### **MINIMUM QUALIFICATIONS:**

1. Must be a United States Citizen.
2. Minimum of 21 years of age or older.
3. Possess a high school diploma or GED certification.
4. Licensed peace officer licensed by July 1, 2019, in the State of Minnesota or P.O.S.T. Board eligible to be licensed by July 1, 2019.
5. Possess a valid Minnesota driver's license, with no restrictions as well as a good driving history.
6. Successfully pass an in-depth background check, investigation and required evaluations (psychological testing, medical exam, physical agility and drug test).
7. Have no felony convictions; no convictions of domestic violence or domestic violence-related offenses (either misdemeanor or felony).
8. Must be of good moral character.

### **DESIRED QUALIFICATIONS:**

1. Previous experience as a police officer, community service officer, reserve police officer or security.
2. Additional education or training in law enforcement.
3. Ability to communicate in multiple language(s) other than English.
4. Proficiency in the use of computers, contemporary communication equipment and technology for law enforcement purposes.

### **WORK ENVIRONMENT:**

Attached is a Job Activity Requirement form of work environment characteristics that are representative of those an employee encounters while performing the essential functions of a Police Officer. Employees in this position are uniformed and may encounter a variety of situations that involves significant risk to personal injury or unsafe situations. Candidates should understand the physical requirements of the position. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

### **COMPENSATION AND BENEFITS:**

Hourly wage range is: \$25.55 to \$38.89 per hour as of January 1, 2019 (2017 union contract). Work shifts are twelve hours in length. Shift differential pay for evening hours worked between 11:00 p.m. and 7:00 a.m. Additional five percent (5%) pay provided for special assignments (Detective, School Resource Officer, Drug Task Force Investigator). Longevity pay beginning at four (4) years. Hours will vary and schedule will rotate, which includes evenings, weekends and holidays. Benefits include a variety of options, paid entirely or in part for the employee by the City, which includes life, health, and dental

insurance; flexible spending account program; short- and long-term disability; eighteen (18) days of annual leave per year; twelve (12) paid holidays per year; employee wellness program; tuition reimbursement, deferred compensation, employer's share of payments to workers' compensation, unemployment compensation; and Public Employees Retirement Association. Additional information on benefits and compensation can be obtained by requesting a copy of the labor contract.

**SELECTION PROCESS:**

Please check our website, [www.FridleyMN.gov](http://www.FridleyMN.gov) periodically for openings. Please submit a cover letter, resume, and a City of Fridley application by 4:00 p.m. Monday, March 18, 2019.

**February 2019**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital or familial status, sexual orientation or status with regard to public assistance.

**AA/EEO/ADAA**

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Police Officer

**Department/Division:** Police/Patrol

**Brief Description of the Job Performed:** Under the supervision of a Sergeant is responsible for maintenance and order; enforcement of laws and ordinances; and protection of life and property. Conducts investigations into criminal law violations and other violations; engages in crime prevention activities; and provides other police services as may be required.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others			X		Sitting			X	
Reading				X	Works Alone			X		Standing			X	
Writing			X		Customer Contact			X		Walking			X	
Reasoning				X	Shift Work				X	Running		X		
Problem Solving				X	Extended Day				X	Lifting		X		
Attentiveness				X	Extreme Hot		X			Pushing/Pulling		X		
Work Supervision		X			Extreme Cold		X			Carrying		X		
Guidance Available		X			Extreme Noise		X			Bending at Waist		X		
Autonomy			X		Confined Area squad car			X		Climbing (stairs and ladders)		X		
Social Interaction			X		High Places	X				Repetitive hand motion		X		
Supervising Other Employees	X				Work Indoors		X			Twisting upper Body		X		
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards		X			Kneeling	X			
					Electrical Hazards		X			Driving			X	
					Explosive Material		X			Crouching	X			
					Chemicals (OSHA Def).		X			Crawling	X			
					Fumes		X			Use arm muscles over extended periods			X	
					Gases		X			Use leg muscles over extended periods			X	
					Other (animals, allergens)	X				Over shoulder height work	X			
					View computer monitor or CRT screen			X		Stationary desk, bench work with neck bent forward, sustained or prolonged static position (sitting or standing)			X	
					Bloodborne pathogens		X			Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and computer keyboard equipment			X	

**Demand Codes:**

Blank = Not Applicable or Not Present  
F = Frequent, 1/3 to 2/3 of time

VI = Very Infrequent, 1 to 2 times a week  
C = Constant, more than 2/3 of time

O = Occasional, up to 1/3 of time

**The number of times the following weights are *lifted*.**

<b>Weights Lifted in pounds</b>	<b>Times per day</b>	<b>Objects Lifted</b>	<b>From what heights to what height in ft.</b>
0 – 10	20	Paperwork	0 to 5 feet
11 – 24	Constant	Gun, gun belt, handcuffs, flashlight, etc.	0 to 3 feet
25 – 34	2	Property, miscellaneous	0 to 9 feet
35 – 50	0 to 2	Resuscitation	0 to 3 feet
51 – 74	2	Property	0 to 4 feet
75 – 100	0 to 1	People	0 to 3 feet
100 – 150	0 to 1	People	0 to 3 feet

**The number of times the following weights are *carried*.**

<b>Weights Carried in pounds</b>	<b>Times per day</b>	<b>Objects Carried</b>	<b>Distanced Carried in ft.</b>
0 – 10	20	Paper, clipboard	60 feet
11 – 24	constant	Gun, gun belt	constant
25 – 34	2	Property, miscellaneous	60 feet
35 – 50	0 to 2	Resuscitation	60 feet
51 – 74	2	Property	60 feet
75 – 100	0 to 1	People	60 feet
100 – 150	0 to 1	People	60 feet



# Supplemental Questionnaire

## CITY OF FRIDLEY



Please complete the following information. This form, along with a **cover letter** and **resume** must be turned in with your **application**.

We welcome your interest in advancing your career with the City of Fridley. Please furnish us with as complete information as possible so that we may give you full consideration. Review the Employment Application and Supplemental Questionnaire thoroughly and **SUBMIT ALL REQUESTED MATERIAL**. Attach additional page as necessary to provide a complete response. In addition, you may also attach information which you believe explains your qualifications for the position of Police Officer.

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital or familial status, membership or activity in a local commission, or status with regard to public assistance. Applicants will be scored and evaluated based on skills, experience and/or job knowledge and selected on the basis of merit. **Note: providing false or misleading information or omitting required information** in completing the Employment Application or the Supplemental Questionnaire will result in elimination from the selection process or discharge if discovered subsequent to employment.

First Name	Last Name	MI
<b>MINNESOTA MINIMUM SELECTION STANDARDS (PER MINNESOTA RULES 6700.0700)</b>		
Are you a citizen of the United States?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you possess a valid driver's license from Minnesota or a contiguous state?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Check below if you have you ever been convicted of any of the following offenses:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A felony in this state or in any other state or federal jurisdiction</li> <li><input type="checkbox"/> An offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota</li> <li><input type="checkbox"/> Minn. Stat. § 609.224 (assault in the 5<sup>th</sup> degree),</li> <li><input type="checkbox"/> Minn. Stat. § 609.2242 (domestic assault),</li> <li><input type="checkbox"/> Minn. Stat. § 609.231 (mistreatment of residents or patients),</li> <li><input type="checkbox"/> Minn. Stat. § 609.2325 (abuse of a vulnerable adult),</li> <li><input type="checkbox"/> Minn. Stat. § 609.233 (neglect of a vulnerable adult),</li> <li><input type="checkbox"/> Minn. Stat. § 609.2335 (financial exploitation of a vulnerable adult),</li> <li><input type="checkbox"/> Minn. Stat. § 609.234 (failure to report maltreatment of a vulnerable adult),</li> <li><input type="checkbox"/> Minn. Stat. § 609.324 (prostitution related prohibited acts),</li> <li><input type="checkbox"/> Minn. Stat. § 609.465 (presenting false claims),</li> <li><input type="checkbox"/> Minn. Stat. § 609.466 (medical assistance fraud),</li> <li><input type="checkbox"/> Minn. Stat. § 609.52 (theft),</li> <li><input type="checkbox"/> Minn. Stat. § 609.72, subdivision 3 (disorderly conduct in re a vulnerable adult)</li> <li><input type="checkbox"/> Any state or federal narcotics or controlled substance law</li> <li><input type="checkbox"/> Any of the crimes listed in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota</li> </ul>		
Do you have a <b>MN POST Board Peace Officer License</b> or will you be eligible for such license by the date listed in the application notice?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><input checked="" type="checkbox"/> A copy of your Peace Officer License or a copy of the letter from the MN POST Board confirming your eligibility <b>MUST</b> be submitted with your application.</p>		



**AGENCY SELECTION STANDARDS**

Have you ever been convicted of a gross misdemeanor offense?  YES  NO

Once in the last 5 years or twice ever, have you been convicted of an alcohol related driving offense (DUI, DWI, BWI, OWI, BAC over .10 or .08) or Implied Consent Test Refusal?  YES  NO

**BACKGROUND ISSUES**

In the last 7 years, have you ever been convicted of a NON-traffic related misdemeanor offense?  YES  NO

Identify all convictions:

In the last 5 years, have you ever been convicted of a traffic related offense such as a moving violation, driver’s license violation, registration violation, or parking violation?  YES  NO

Identify all convictions:

In the last 3 years, have you had any “At Fault” motor vehicle accidents?  YES  NO

Explain:

Have you ever been subject to any formal disciplinary action by an employer, including verbal or written reprimands, suspensions or demotions?  YES  NO

Explain in detail:

**GENERAL QUESTIONS**

Have you ever worked for the City of Fridley?  YES  NO

Explain:

Are you able and willing to work nights, weekends, and holidays?  YES  NO

Do you have experience with shift work?  YES  NO

Explain:

Have you been actively involved in the Police, Criminal Justice or Public Safety Field either as an employee or as a volunteer?

YES  NO

**Check all that apply:**

- Police Intern
- Police Explorer
- Police Reserve
- Community Service Officer, Public Service Officer, Parking Enforcement Officer, Animal Control Officer, or Park Ranger
- Crime Prevention Practitioner
- Correctional Officer
- Bailiff or Court Security
- Juvenile Detention Staff
- Probation Officer
- Paramedic
- Police Dispatcher
- Police Officer or Deputy Sheriff
- Other Related (explain in detail)

Explain:

If you checked **NO** on the above question, explain what you have done to prepare yourself for a career as a Licensed Peace Officer for the City of Fridley:

Have you actively participated in community service opportunities or in an organization, association or club that is involved with community engagement, public service, athletics, leadership development, or other similar activity?

YES  NO

Explain:

Do you have formal training or experience in resolving conflicts or mediating disputes between other people or between people and a business, organization, or agency?

YES  NO

Explain in detail:

Do you have supervision or leadership experience?

YES  NO

Explain:

**SUMMARY (ANY CHECKED MUST BE DOCUMENTED IN APPLICATION OR SUPPLEMENTAL QUESTIONNAIRE)**

<b>Education – Check Highest Degree Attained</b>		<b>Check Highest Attained in this section</b>	
Associates Degree	<input type="checkbox"/>	5	
Undergraduate or Graduate degree	<input type="checkbox"/>	10	
<b>Training – MUST Attach Copies of Certifications</b>		<b>Check ALL that apply in this section</b>	
Certified Traffic RADAR / LIDAR Operator	<input type="checkbox"/>	5	
Certified First Aid and CPR, or First Responder, or EMT, or Paramedic	<input type="checkbox"/>	5	
Certified S.F.S.T. and O.P.U.E. within past 5 years	<input type="checkbox"/>	5	
Certified DataMaster DMT Operator	<input type="checkbox"/>	5	
<b>Police, Criminal Justice or Public Safety Related Experience</b>		<b>Check ONLY ONE in this section</b>	
<b>Licensed Peace Officer with Full Arrest Powers</b>			
Check if more than 18 months continuous work experience	<input type="checkbox"/>	15	
Check if 8 to 18 months continuous work experience	<input type="checkbox"/>	10	
Check if less than 8 months continuous work experience	<input type="checkbox"/>	5	
<b>Correctional Officer, Detention Deputy, or part-time Peace Officer</b>			
Check if more than 18 months continuous work experience	<input type="checkbox"/>	10	
Check if 8 to 18 months continuous work experience	<input type="checkbox"/>	7	
Check if less than 8 months continuous work experience	<input type="checkbox"/>	5	
<b>Community Service, Parking Enforcement, Animal Control, Park Ranger, Crime Prevention, Police Reserve, Military Police, Court Security, Probation, Juvenile Detention, Bailiff, Paramedic, or 911 Dispatcher</b>			
Check if more than 18 months continuous work experience	<input type="checkbox"/>	7	
Check if 8 to 18 months continuous work experience	<input type="checkbox"/>	5	
Check if less than 8 months continuous work experience	<input type="checkbox"/>	3	
<b>Security Guard or Loss Prevention/Loss Control Agent</b>			
Check if more than 12 months continuous work experience	<input type="checkbox"/>	5	
<b>Police Explorer or Police Intern</b>	<input type="checkbox"/>	3	
<b>Other Pertinent Experience</b>		<b>Check all that apply in this section</b>	
Prior volunteer or employment with City of Fridley	<input type="checkbox"/>	5	
Fluent in a foreign language – Language: _____	<input type="checkbox"/>	5	
Active participation in community service opportunities or in an organization, association or club that is involved with community engagement, public service, athletics, leadership development, or other similar activity	<input type="checkbox"/>	5	
Supervision or leadership experience	<input type="checkbox"/>	5	
<b>Background</b>		<b>Check all that apply in this section</b>	
Work history free from disciplinary action	<input type="checkbox"/>	5	
No Traffic Convictions or “At Fault” Accidents in Last 3 Years	<input type="checkbox"/>	5	
<b>Veteran’s Preference (include Veteran’s Preference Form and DD-214 if applicable)</b>		<b>Check only if using Veteran’s Preference</b>	
Check if you elected to use Veteran’s Preference in this process	<input type="checkbox"/>		
<b>Presentation</b>		<b>Reviewer will check if appropriate</b>	
Application materials <b>complete, organized, and well presented</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did You Include?	<input checked="" type="checkbox"/> Copy of MN Peace Officer License or copy of letter from POST Board confirming eligibility <input checked="" type="checkbox"/> Cover letter, resume and application, signed and dated <input checked="" type="checkbox"/> Veteran’s Preference Form and Copy of DD-214 (if applicable)	5	7 or 10
<hr/> Applicant: Print Name (First, Middle, Last)		<hr/> Applicant: Sign and Date	