



Upper Sioux Community Police Department

Job Description 1-11a

Rev. May 1^{5th}, 2007

POSITION: **Police Officer**
DEPARTMENT: Police
REPORTS TO: Chief of Police

SUMMARY

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

ESSENTIAL FUNCTIONS OF THE POSITION

Provides for the Protection of the Upper Sioux Community.

Performs investigations in criminal matters.

Apprehends and arrests 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 Tribal ordinances.

Patrols streets and highways, residential and business areas and buildings to provide traffic control, and prevent and protect against criminal activities.

Participates in crime prevention, community policing and neighborhood watch activities.

Takes crime reports from citizens and files reports and logs.

Investigates traffic accidents, including preparing reports and gathering evidence.

Collects and preserves evidence, takes photographs of crime scenes and performs investigations.

May perform specialized assignments and other duties as assigned such as canine, range officer, field training officer, Intoxilyzer operator, DARE officer, crime prevention training, evidence officer, use of forces officer, etc.

Ensures proper maintenance and safe operation of all vehicles and equipment.

Regularly attends meetings and community functions to build community image and promote communications and public relations.

Provides law enforcement services within the Upper Sioux Community in a manner that will command the respect and confidence of citizens, preserve law and order, and protect life and property.

Performs courtroom security as needed and serves civil process.

Performs other duties as apparent or assigned.

SCOPE OF PATROL

The Upper Sioux Community Police Department is responsible for patrol and protection within the Upper Sioux Community reservation boundaries. Assistance will be provided to other law enforcement agencies outside the Upper Sioux Community if requested and staffing/conditions permit. Upper Sioux Community officers are to return as soon as the need has ended or other law enforcement personnel are on the scene and are released by the Incident Commander.

RESPONSE TIME

The council recognizes its duty, insofar as possible, to protect the health, safety and welfare of the residents of the Upper Sioux Community, and their property. In order to fulfill this responsibility it may be necessary, in time of individual need or widespread disaster giving rise to an emergency, to recall Police employees. Thus all full time police department employees must reside within a maximum response time of fifteen (15) miles.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or Equivalent.

|

Associate's degree (A. A.) from two-year College or technical school in law enforcement or equivalent in Law Enforcement employment is preferred.

LANGUAGE SKILLS

Officers need the ability to communicate effectively in both written and oral form. The ability to prepare effective and complete reports as required on an ongoing basis is essential. The ability to hear, read, understand and carry out oral and written instructions in a necessity. The ability to communicate to groups through presentations and speeches in dynamic and static setting is required. An officer must have an ability to read and understand state & federal laws and tribal ordinances, state and department reporting forms, and department policies. Officers are required to have considerable ability to communicate with the public as a representative of the Upper Sioux Community

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state, federal, tribal laws, 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.
- Ability to operate law enforcement equipment including traffic radar, intoxilyzer, camera, fingerprint equipment and multi-channel radio equipment.
- Ability to perform general vehicle maintenance.
- Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to exercise independent judgment.
- Ability to quickly process information and make decisions.
- Ability to effectively resolve conflicts.
- Obtain a basic understanding of Public Law 280
- Ability to work in a multicultural and tribal community.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid Minnesota Peace Officer License or eligibility to be licensed.
Valid Minnesota Class D Driver's License or eligibility to be licensed.

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 regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to sit; reach with hands and arms; stoop, kneel, crouch or crawl; and climb or balance. The employee is occasionally required to stand; walk; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to maintain an average physical fitness standard as set by the policy of the Police Department and pass an annual fitness test.

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 precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and vibration. The employee may occasionally be exposed to blood and airborne pathogens.

The noise level in the work environment is usually moderate.

Position is subject to pre-employment and random drug and alcohol testing.
Position is subject to a pre-employment physical & psychological examination.

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

|