



Job Title: Police Officer	Reports to: Sergeant
Department: Police Department	Job Grade: Non-Exempt
Revision Date:	Fair Labor Standards Act (FLSA)

Position Summary

Responsible for patrolling the streets of Watford City and enforcing laws and city ordinances. Normally consisting of providing crime prevention and suppression; performing criminal investigations; performing regulation of non-criminal activity; performing routine vehicle inspection and maintenance of patrol unit on each shift; performing community caretaking functions and service activities; responding to emergency situations and assisting in rescue operations; serving as tactical entry team member; and, participating in training.

Characteristics of a Successful Police Officer

<ul style="list-style-type: none"> • Positive role model for others • Motivated • Enthusiastic learner • Self-starter • Flexible and adapts easily to new situations • Take's pride in their work 	<ul style="list-style-type: none"> • Keeps a focus on creating an exceptional service experience • Easily builds rapport with others • Detail oriented • Honest • Accountable for their actions • Ability to troubleshoot and think through complex systems
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Essential Job Functions

- Provides crime prevention and suppression which includes: performing routine patrol and observation; inspecting and maintaining building and property security; responding to calls for assistance; and, providing security for public events.
- Performs regulation of non-criminal activity to include: enforcing traffic and parking regulations; investigating traffic accidents; and, assisting with animal control activities.
- Performs criminal investigations to include: identifying and interviewing crime victims and witnesses; gathering and preserving evidence; identifying and apprehending offenders; performing arrests; completing reports; and, testifying in court.
- Performs community caretaking and service activities by: identifying hazardous conditions including water main breaks, downed power lines, and health and safety hazards; providing a variety of public relations and informational services; providing escorts for dignitaries, parades and funerals; and delivering emergency messages.
- Performs routine vehicle inspection of patrol unit on each shift which includes: checking oil, fuel, water, tires, lights, and signals; cleaning the vehicle inside and outside; and, performing a visual inspection for any damage of the vehicle.



- Serves as tactical entry team member by responding to special emergencies; working with team members to obtain a successful mission; and, obtaining and securing evidence.
- Responds to emergency situations and assists in rescue operations, which includes: assisting with traffic control during emergencies; observing and reporting road conditions during severe weather; assessing the situation if first on the scene and calling for additional help; and, obtaining information of events from witnesses.
- Participates in training classes such as: in-house training, basic training, and Cardio Pulmonary Resuscitation, First Aid, and First Responders training.
- Performs other duties of a similar nature or level.

Requirements/Knowledge/Abilities

- Modern law enforcement principles, techniques, procedures, and equipment.
- Federal, state, and local laws and traffic control procedures.
- Investigative, interviewing techniques and preparing reports.
- Emergency medical response procedures.
- Judicial system.
- Firearm safety.
- Computers and related software applications;
- Equipment such as radios, cameras, fingerprint equipment, oxygen, first aid equipment, intoxilyzer, blood kits, pepper spray, handguns, body armor, shotguns, rifles, tasers, radar surveillance equipment, rape kits, fire extinguishers, and mace.
- Driving and inspecting patrol vehicles.
- Reconstructing and investigating accidents.
- Investigating crimes and identifying and preserving evidence.
- Dealing with irate and intoxicated people in violent situations.
- Analyzing situations quickly and objectively.
- Establishing and maintaining relationships with the public, officers, and other agencies.
- Treating the sick and injured with emergency medical procedures.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Judgment/Decision Making

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Analyze situation quickly and objectively to determine proper course of action.
- Good general intelligence and emotional stability.
- Accurate judgement and effective decision making under pressure and stressful situations.



Relation to Others

- Works to promote teamwork within the department and throughout the City of Watford City.
- Shares information, is cooperative and, when appropriate, assists others.
- Resolves conflict through use of tact and diplomacy
- Exhibits a positive image and outlook when interacting with co-workers and/or the public.
- Accepts responsibility and works well when given responsibility.
- Cooperates with officials and other police officers.
- Copes with situations firmly, courteously, tactfully and with respect for the rights of others.

Education/Experience

- High School Diploma or General Equivalency Degree (G.E.D.), or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Bachelor degree preferred.
- Firearm Certification.
- Radar Certification may be required
- Completion of Basic Law Enforcement Academy or ability to participate and complete.
- ND Peace Officer's License within one year.
- Valid ND driver's license with required endorsements.
- Proficient in Microsoft Word, Excel, and other Microsoft Office applications.

Working Conditions/Physical Demands

- Must pass a medical exam, drug screening test, and background check before hire. The City pays for the exam and screening.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to personal injury, physical violence, gases, blood, body fluids, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Smoking prohibited while on duty or while in uniform.



NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.