



THE CITY OF RICHFIELD, MINNESOTA
 Announces an Opening for the Position of
POLICE OFFICER
Full-Time Regular Position

SALARY

\$60,149.64/year, plus benefits negotiated under the 2018-19 Law Enforcement Labor Services, Local 123 Agreement.

\$60,149.64/year minimum to \$81,277.08/year maximum.

Lateral transfers will be considered.

NATURE OF WORK

Responsible for the maintenance of order, enforcement of laws and ordinances and for the protection of life and property.

ESSENTIAL DUTIES

1. Assists in the investigation of criminal offenses.
2. Assists in the investigation of vehicle crashes.
3. Enforces traffic laws.
4. Performs crime prevention and community relations work.
5. Patrols the City to prevent and detect crimes.
6. Responds to requests for assistance from the public.
7. Prepares written reports on incidents investigated.
8. Performs other police and public safety work as assigned.

COMPETENCIES

1. Demonstrates a working knowledge of Minnesota Criminal Code, Traffic Law, and Criminal Procedure.
2. Demonstrates familiarity with Community Oriented Policing concepts.
3. Demonstrates an ability to remain calm and controlled in volatile situations.
4. Demonstrates an ability to establish and maintain effective working relationships with others.
5. Demonstrates an ability to communicate effectively in English, both orally and in writing.
6. Demonstrates an ability to work with little direction and initiate activity.
7. Demonstrates an ability to work various hours and respond to callbacks in emergencies.
8. Demonstrates an ability to remain a neutral observer when dealing with persons in conflict.
9. Demonstrates an ability to relate to the public and foster a positive image with the public.
10. Demonstrates an ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
11. Demonstrates an ability to obtain information through interview and interrogation.
12. Demonstrates an ability to gather, analyze and evaluate facts and evidence and to draw sound conclusions.
13. Demonstrates an ability to arrive on time and promptly meet deadlines.
14. Demonstrates an ability to understand and respect the diversity of customers and co-workers, effectively communicating with individuals whose first language may be one other than English.

PHYSICAL DEMANDS

Type of Activity	Frequency
<u>Definition of Frequency</u> <ul style="list-style-type: none"> • Frequent – 67-100% of time on a shift • Occasional – Up to 66% of time on a shift • Rarely – Less than 10% of time of a shift 	
Walking/Standing: During regular police activities, training sessions.	Frequent

Sitting: While driving motor vehicle, sitting at desk.	Frequent
Standing in One Place: Interviewing suspects, traffic control.	Occasional
Climbing: Using stairs rather than waiting for elevators.	Occasional
Pulling/Pushing: Stalled cars or prisoner control.	Rarely
Crawling/Kneeling/Squatting: Firearms training, accident scenes.	Occasional
Bending/Stooping: Gathering evidence.	Rarely
Twisting/Turning: In and out of squad car.	Frequent
Reaching: Retrieving items within workstation or vehicle.	Frequent
Grasping: Operating writing instruments, steering wheel, firearms training.	Frequent
Running: Foot pursuits.	Rarely
Repetitive Movement: Handcuffing and firearms training.	Occasional
Lifting Waist to Shoulder: Lifting gun (up to 10 lbs.).	Occasional
Lifting Knee to Waist: Assist others with lifting body onto gurney (up to 50 lbs. less than 10% of the time).	Rarely
Lifting Floor to Knee: Lifting first aid bag with oxygen or duty bag (up to 25 lbs.).	Frequent
Vision – Need night vision, and ability to see distance and close up (correctable to 20/20) for driving, identifying cars/suspects, reading report.	
Hearing – Need for communicating with public, identifying potential hazards (traffic and other).	
Touch/Feeling – Need for performing CPR or checking vital signs.	
Speech – Need for oral speech to conduct interviews and investigations, communicating with the public.	
Smelling – Detecting drugs or alcohol, fires, hazardous materials, gases, chemicals or fumes.	

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or General Education Development Certificate (GED).
- Completion of a two to four year P.O.S.T.-certified law enforcement training.
- Must have or be eligible to obtain a Police Officer's license issued by the Minnesota Police Officer Standards and Training Board by December 31, 2018.
- Must have a valid Minnesota driver's license.
- Must be a citizen of the United States.

DESIRABLE QUALIFICATIONS

- Familiarity with personal computers (PC) and different operating systems.
- Law enforcement and/or non-law enforcement volunteer experience.
- Bilingual experience, Spanish preferred

CERTIFICATION AND LICENSURE

- Candidates will be subjected to a thorough medical and psychological examination and background investigation.
- Officers appointed must successfully complete a minimum of 14 weeks Field Training.

APPLICATIONS

Application forms, copies of this bulletin and additional information may be obtained by going to www.richfieldmn.gov/jobs. **Only a City of Richfield on-line application will be accepted.** Resumes may be included with a completed City of Richfield on-line application. **THIS POSITION WILL REMAIN OPEN UNTIL FILLED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/MFD

The City of Richfield does not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.