



Job Class: Police Officer
Department: Police
Supervisor: Police Sergeant
FLSA Status: Non-exempt
Grade: P12
Revision Date: July 2016
Prepared by: Trusight

**Job Summary:**

Police Officers perform general policing functions intended to ensure the safety and security of lives and property within the City. Activities include patrol, traffic enforcement, and investigative duties. Officers work under general supervision of a Sergeant and are assigned to a particular area of the City. Officers may be assigned to special activities or projects on an on-going or short-term basis (e.g., crime prevention, investigations, school resource officer, etc.). The work performed involves a considerable risk to personal safety for self and others and requires quick decision making when determining the appropriate action to take in a given situation. While much of this work is performed independently and without the immediate presence of a supervisor, incumbents are required to draw upon their extensive training and the department procedural guidelines, mandates, and laws governing an officer's response and conduct when determining the appropriate action to take in a particular situation. Officers are subject to call back at most times. Officers may respond to situations outside of Fargo and across state lines when called in for mutual aid.

*This job description includes addendums that contain additional essential duties and responsibilities as they relate to the lateral assignments available for police officers. These lateral assignments constitute focus areas in which officers can be assigned for specified time periods.*

**Scope of Responsibility:**

The Police Officer works under general supervision of a Sergeant, who is often not immediately present during events but is typically available by electronic communications media. Work involves taking action in situations where a quick response is needed and there can be considerable risk of harm to persons or property and considerable liability. Responsible for all equipment issued, in accordance with Police Department policy and procedures.

A Police Officer may be assigned to the SWAT Team or the Police Training Officer (PTO) Program.

**Essential Duties and Responsibilities:**

- 1 Assigned to a designated area of the City to enforce all laws and regulations, to provide security, to detect violators, and to develop positive relationships with residents, businesses, schools, and students in assigned neighborhoods. Coordinates the services of different governmental and private agencies to resolve identified problems.
  - 1.1 Discourages violations by being visible and present in the community;
  - 1.2 Observes unusual activity; attempts to intervene in situations to prevent violations;
  - 1.3 Issues warnings or citations for violations both criminal and non-criminal;
  - 1.4 Detains and conducts interviews and arrests of persons violating the law as indicated by the nature of the offense and as guided by policy and circumstances;
  - 1.5 Enforces traffic laws;
    - 1.5.1 Operates radar or other speed measuring devices;
    - 1.5.2 Administers tests and transports intoxicated persons to jail or a detox facility or a designated facility where blood tests can be obtained;

## JOB CLASS DESCRIPTION

- 1.5.3 Observes drivers and vehicles and intervenes as necessary to correct illegal or unsafe conditions.
- 1.6 Conducts periodic security checks of businesses and other facilities.
- 2 Receives, prioritizes and responds to non-emergency calls.
  - 2.1 Responds to complaints, accidents, disturbances and/or requests for police assistance;
  - 2.2 Assesses each situation and determines the most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing.
- 3 Responds to emergency situations such as accidents, medical emergencies, fire scenes and other emergencies, and performs various other tasks to secure the scene and assist other emergency personnel.
  - 3.1 Provides first aid to injured persons, as necessary, until medical personnel are available;
  - 3.2 Handles crowd control, directs traffic, clears access routes, escorts emergency vehicles, contacts tow trucks, etc.;
  - 3.3 Preserves and/or collects evidence as indicated by the circumstances.
- 4 Conducts detailed investigations of criminal activities and public safety incidents.
  - 4.1 Secures crime scene;
  - 4.2 Gathers, secures, documents, and analyzes evidence; maintains chain-of-custody;
  - 4.3 Interviews witnesses and victims and records pertinent information;
  - 4.4 Provides input and documentation to other investigators as needed;
  - 4.5 Analyzes problems, researches solutions;
  - 4.6 Coordinates investigative information with others both inside and outside the department.
- 5 Participates as a team member with officers, supervisors and citizens to identify and prioritize problems, develop and implement solutions, and evaluate results. Organizes resources within the community, the police department and other agencies to reduce crime and meet the appropriate needs of the community. Works toward building partnerships with citizens, service providers, other agencies, etc.
  - 5.1 Develops and conducts crime prevention activities in assigned neighborhood;
  - 5.2 Serves as a resource to organizations, committees and groups that affect neighborhood issues;
  - 5.3 Conducts presentations on topics identified as concerns or problems to neighborhood and civic groups;
  - 5.4 Researches and develops materials for preparing literature, citizen training programs, in-service training programs, and other educational information.
- 6 Maintains records of activities and prepares reports to provide information to investigators and/or prosecutors.
  - 6.1 Completes reports of accidents, injuries and property damage losses;
  - 6.2 Submits reports for supervisor's review.
- 7 Testifies in court proceedings to present evidence and to give personal account of incident/crime as needed.
  - 7.1 Consults with prosecuting attorneys and investigators regarding cases;
  - 7.2 Prepares necessary reports, logs, and other documents as required.
- 8 Maintains firearms and other equipment issued.
- 9 Attends all required training classes and completes testing, certifications as required.

- 10 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
  - 10.1 Knows and follows department and city policies as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
  - 10.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
  - 10.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 11 Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
  - 11.1 Frequently interacts with others in the work unit, the public or across departments to exchange detailed and/or technical information;
  - 11.2 Successfully negotiates between parties to achieve a work related objective.
- 12 Performs other duties, activities, and/or special assignments as assigned.

### **Minimum Qualifications:**

The job requires sixty semester or ninety quarter credits of post-high school education at an accredited college, university, or technical school to successfully perform the essential duties of the job such as those listed above. Requires passing pre-employment assessments and tests. A valid State of North Dakota peace officer license must be acquired upon hire or as determined by the department and a valid driver's license is also required.

### **Knowledge, skills and abilities required:**

- Knowledge of current police procedures and techniques and their appropriate application in various situations;
- Knowledge of basic first aid/life saving techniques;
- Knowledge of principles of investigation;
- Knowledge of city ordinances, state and federal laws, regulations and codes relating to law enforcement activities and criminal law;
- Specialized certification may be required for specialized areas of training, e.g., State Firearms Certification;
- Skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities and the ability to complete required in-service firearms training and scheduled qualification;
- Basic computer skills;
- Ability to communicate effectively in both verbal and written forms, and have good public relations skills;
- Ability to work independently
- Ability to manage time effectively
- Ability to maintain composure in stressful situations;

### **Physical Demands & Working Conditions:**

Most of the time is spent in the field on patrol. Incumbent is required to carry a firearm, take appropriate safety precautions and wear protective body armor. While on patrol or at crime scenes, incumbent may have exposure to injury, trauma, angry or violent individuals, animal bites, blood-

## JOB CLASS DESCRIPTION

borne and air-borne pathogens, traffic accidents, visual and emotional trauma, toxic chemicals, and adverse road and weather conditions.

Incumbent spends a large portion of each day in a patrol vehicle, frequently exiting and entering vehicle.

Must be able to meet the physical demands/requirements of North Dakota Peace Officer Training Board (P.O.S.T.) in order to qualify for and maintain status as a licensed peace officer.

**Heavy Work:** Incumbents must be able to climb ladders, walk or run on uneven surfaces, drag up to 185 pounds for a distance of 50 feet. Occasional lifting, pushing or pulling of up to 100 pounds, frequent lifting, pushing or pulling of up to 50 pounds and regular moving of objects up to 20 pounds is required.

Incumbents must be able to perform the following physical demands: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing.

While on patrol, continual attention to detail in monitoring surroundings is required. Attention to detail and deadlines is required in completing reports and paperwork.

**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.**

**Special Assignment: Crime Prevention Officer**

**Special Assignment Summary**

Conduct public education programs on crime prevention methods and practices. Develops and implements a variety of Police Department marketing and public awareness campaigns.

**Special Assignment Scope**

Functions under the same guidelines and policies as all Fargo Police Officers. May substitute for other Officers as needed.

**Special Assignment Essential Duties**

- 1 Develops and implements new public awareness campaigns. Maintains and promotes existing public awareness programs. Examples include “Lock it or Lose it”, sobriety checkpoints, and “My Property,” etc.
  - 1.1 Reviews information on crime analysis and trends;
  - 1.2 In collaboration with others, identifies crime trends to focus on and develops plans to alleviate/fix problem. Adjusts marketing campaigns to address current issues and trends;
  - 1.3 Develops creative ideas and content to deliver information to appropriate audience;
  - 1.4 Develops materials and conducts public education for business and residents on a variety of topics;
  - 1.5 Independently develops communications pieces including print ads, brochures and educational materials;
  - 1.6 Works with outside agencies to develop educational materials and ads for media such as radio, TV, billboards, internet, videos, etc.;
  - 1.7 Works with community groups. Establishes and maintains partnerships with various organizations to exchange information and increase crime prevention;
  - 1.8 Plans Police Department events such as community picnics, block parties, Kid I.D. program, booths at various events, blood drives, etc.;
  - 1.9 Writes articles for City of Fargo newsletter;
  - 1.10 Other duties and assignments as assigned.
- 2 Conducts security assessments of properties.
- 3 Receives and gathers information from Patrol Officers and contacts property owners and businesses with information on situations and how to resolve problem.
- 4 Assists with coordinating Police Department intern program.
  - 4.1 Works with colleges to recruit interns and explain program;
  - 4.2 Conducts interviews with Human Resources Department;
  - 4.3 Oversees interns and mentoring of interns.
- 5 Other duties include seeking out and requesting donations; writing grants; and assisting with other duties as directed or assigned.

**Special Assignment Minimum Qualifications**

- Qualifications are the same as for the other Police Officers;
- Two years of experience as a Fargo Police Officer;
- Proficient with Microsoft Word, Excel and Publisher, etc.;

- Ability to build and maintain good working relationships with various groups, members of the public, other agencies;
- Proven writing skills;
- Proven communication, public speaking, and public relations skills;
- Ability to manage multiple priorities in a fast-paced environment;
- Ability to work a flexible schedule to attend various events;

### **Special Assignment Physical Demands & Working Conditions**

The Crime Prevention Officer works primarily in an office setting and frequently attends meetings and events in the community. **All the physical demands and working conditions of a patrol officer apply within this assignment.**

**Special Assignment: Cultural Liaison Officer**

**Special Assignment Summary**

Provides assistance and training to multiple ethnic and refugee communities and Native Americans. Works to improve their understanding of laws and cultural expectations and to reduce criminal offenses by and toward members of the communities. Acts as a liaison between the Police Department and various local communities for the mutual exchange of information and collaboration.

**Special Assignment Scope**

Works independently in a non-traditional law enforcement role. Functions under the same guidelines and policies as all Fargo Police Officers. May substitute for other Officers as needed

**Special Assignment Essential Duties**

- 1 Serves as a resource for education about law enforcement matters affecting recent immigrant communities.
  - 1.1 Maintains current knowledge and thorough understanding of multiple world cultures and religions including the differences in laws between various groups' native countries and the U.S. by attending seminars, networking, and independent study;
  - 1.2 Develops materials and teaches classes to refugees on federal, state and local laws, lifestyle expectations, appropriate behavior, interactions with schools, and other relevant topics to the communities. Provides information and answers questions;
  - 1.3 Provides a variety of educational resources to the refugee community including law enforcement information and advice;
  - 1.4 Provides education and informs other Police Officers on issues of cultural understanding and an awareness of the issues;
  - 1.5 Conducts seminars and provides information for various non-profit groups and public and private agencies working with New Americans to increase understanding of the new American's plight, how to interact with various groups;
  - 1.6 Provides the department, as well as public and private agencies, with ongoing information on concerns being expressed by different cultural communities;
  - 1.7 Maintains knowledge on services provided by other agencies to relay to cultural groups;
  - 1.8 Provides a monthly update on activities, concerns and trends to the supervisor.
- 2 Works to resolve crime issues affecting cultural communities.
  - 2.1 Monitors and analyzes crime trends within groups and increases work in communities with increased criminal activity;
  - 2.2 Conducts follow-up investigations referred from patrol officers for criminal issues and non-criminal issues pertaining to members of cultural communities;
  - 2.3 Works closely with multiple local, state and federal agencies to assist in maintaining clear lines of communication on current issues of concern and to assist them in their investigations.
- 3 Establishes trust and maintains good working relationships with the formal and informal leaders of various local communities. Exchanges information to increase mutual understanding. Attends various community events.
- 4 Establishes and maintains working relationships with numerous interpreters. Schedules interpreters for investigations, meetings and events.

### **Special Assignment Minimum Qualifications**

Qualifications are the same as for the other Police Officers

- Two years of experience as a Fargo Police Officer;
- Ability to maintain good working relationships with diverse communities;
- Proven communication skills and public speaking skills;
- Proven time management skills and ability to work a flexible schedule;
- Ability to research and maintain an understanding of other cultural backgrounds, ethnic conflicts, differences and maintain a neutral position;
- Formal education in cross cultural communications, cultural diversity helpful.

### **Special Assignment Physical Demands & Working Conditions**

The Cultural Liaison Officer spends more time in an office setting. The Cultural Liaison Officer frequently faces situations where a cultural bias against the role may be present. **All the physical demands and working conditions of a patrol officer apply within this assignment.** Often requires flexibility with work hours to meet the needs of the cultural communities.

**Special Assignment: Investigations Detective**

**Special Assignment Summary**

Conducts investigations by following up on initial reports from Police Officers, or the public, developing leads, identifying suspects, witnesses, and evidence. Develops and initiates cases and prepares cases for prosecution. Gathers, analyzes, and distributes crime data and intelligence regarding crime trends and patterns, and provides information internally to alert the department. Detectives specialize in different areas of investigation such as intelligence, narcotics, property and personal crimes. Detectives may also specialize in crime scene processing and evidence collection, digital media collection and analysis, forensic interviewing of children and crime data analysis.

**Special Assignment Scope**

Works independently with minimal supervision or direction. Most cases are not reviewed before being sent to Prosecuting Attorney. Works as a team member on more complex cases such as homicides, robberies and sexual assaults. May substitute for other Officers as needed

**Special Assignment Essential Duties**

- 1 Conducts investigations on criminal cases.
  - 1.1 Performs follow-up on initial reports from Police Officers or the public;
  - 1.2 Examines and screens data to ascertain its usefulness;
  - 1.3 Analyzes data to identify links between individuals and crimes. Looks for patterns, identifies suspects, and determines if information is credible.
  - 1.4 Processes crime scenes, identifies and collects additional evidence such as fingerprints, biological evidence; takes photographs; and logs evidence;
  - 1.5 Interviews suspects, witnesses, victims;
  - 1.6 Identifies and follows up with suspects and leads;
  - 1.7 Writes and serves search warrants and subpoenas, obtaining approval through State Attorney.
  - 1.8 Works to locate suspects, witnesses, and other relevant parties. Makes arrests;
  - 1.9 Prepares required investigative reports and develops and maintains accurate, complete and up to date case files.
  - 1.10 Other investigative duties as assigned
- 2 Cooperates with other law enforcement agencies in investigations. Analyzes cases and works with other agencies to make connections to other cases, including inactive cases, and resolve open cases. Exchanges information, attends meetings.
- 3 Prepares cases for prosecution and submits to City or State Attorney as appropriate. Collates case information, writes case narrative, and works with prosecutors on putting case forward. Testifies in court, often designated as case agent for major trials.
- 4 Works to develop confidential informants. Completes required paperwork. Maintains contact with these individuals for certain periods of time and tracks down and serves subpoenas when necessary.
- 5 Coordinates and cooperates with federal agencies on larger, more complex cases.
- 6 Teaches courses to Police Officers and Crime Scene Investigators.

- 7 Conducts presentations on crime prevention for the public, various groups, and the Citizens' Academy.
- 8 Conducts undercover work.

**Special Assignment Minimum Qualifications**

- Two years of experience as a Fargo Police Officer;
- Proven skill in conducting thorough investigations and obtaining information;
- Good writing skills to convey cases including content, structure, narrative, and grammar;
- Knowledge of statutes, ordinances, and criminal code;

**Special Assignment Physical Demands & Working Conditions**

Physical demands and working conditions are the same as for Patrol Officers, but there is less frequent exposure to hazards, unpleasant working conditions, and physical demands; time is generally split evenly between work in the office and in the field depending on the specific assignment. Investigations Detectives may spend more time working independently and less time driving (approximately one hour per day driving) but there are some longer trips. Requirements for timeliness and large case load require high attention to detail and working under tight deadlines. Investigations Detectives are on call on designated weekends and are called in for major cases. Notice must be given to supervisor when leaving the general area on personal time. Often requires flexibility with work hours to complete casework. **All the physical demands and working conditions of a patrol officer apply within this assignment.**

**Special Assignment: School Resource Officer**

**Special Assignment Summary**

Assigned to specific school(s) to assist with maintaining a safe school environment. Provides law enforcement information and advice to students, parents, and school staff. Assists school staff with criminal issues as well as discipline and behavior issues. Works to prevent assaults, drug activity and criminal activity within the school setting and addresses criminal and nuisance complaints.

**Special Assignment Scope**

Works in close collaboration with school principal and other administrators. Functions under the guidelines and policies of the Fargo police department as well as school policies, understanding which take precedent in cases where department and school standards may differ. Works independently, maintains an office at assigned school. Coordinates schedule with sergeant to ensure availability for after school events. May substitute for other Officers as needed.

**Special Assignment Essential Duties**

1. Maintains visibility on school grounds by patrolling hallways, parking lots, building and grounds. Monitors situations and intervenes where necessary. Attends after-school events such as sporting events, school dances and senior all-night parties.
2. Addresses school discipline issues with appropriate school staff. Attends various meetings with school staff, administration, superintendent, and a variety of committees. Provides input on discipline, behavior, and other student issues. Participates on various school committees. Attends disciplinary meetings with students. Assists school district in writing policies.
3. Conducts investigations on assaults, drugs, vandalism, theft, etc. Collects evidence, reviews videos, interviews students, and meets with parents. Assists other officers in their investigations involving students from assigned school. Makes arrests when necessary.
4. Conducts classroom instruction and presentations in schools for students, parents, teachers and the community. Develops and delivers presentations on topics as requested. Delivers standardized programs as well, such as anti-drug programs.
5. Meets with parents in their homes. Coordinates visits with social services as necessary. Assists the school principal on home visits related to truancy.
6. Takes students into protective custody when necessary.
7. Attends juvenile court when necessary.
8. Completes paperwork and maintains student files.
9. Assists schools with maintaining security systems and surveillance systems.
10. School Resource Officers maintain a safe on the school premises with a medical kit and rifle.
11. Monitors police radio during the day and provides back-up to other School Resource Officers, if necessary, as well as Patrol Officers in emergency situations.

**Special Assignment Minimum Qualifications**

- Two years of experience as a Fargo Police Officer.

**Special Assignment Physical Demands & Working Conditions**

School Resource Officers spend more time in schools and less driving time than patrol officers.  
**All the physical demands and working conditions of a patrol officer apply within this assignment.**

**Special Assignment: Truck Regulatory Officer**

**Special Assignment Summary**

The Truck Regulatory Officer is assigned to the Traffic Safety Unit and acts as liaison to Public Works and other City departments. The assignment includes providing assistance at construction projects and other special events and projects that require extensive traffic control planning. In addition to protecting public safety the job protects public infrastructure assets from degradation associated with overweight vehicles.

**Special Assignment Scope**

The job functions under the same guidelines and policies as all Fargo Police Officers and also receives work direction from a designated Engineering Department engineer and the Public Works Director. May substitute for other Officers as needed.

**Special Assignment Essential Duties**

1. Monitors construction zones and works with contractors to ensure codes are followed.
  - 1.1 Monitors for speed enforcement, equipment licensing, oversize and overweight construction vehicles, -street and curb damage complaints and proper permitting.
  - 1.2 For major projects, attends meetings with contractors, engineers, DOT officials, etc. to plan access routes and diversions for construction related traffic.
  - 1.3 Makes traffic stops primarily in construction zones as well as on other roadways;
  - 1.4 Provides short-term traffic control for oversize vehicles, traffic control testing, utility repairs, hazardous material spills, and other situations.
  - 1.5 Meet with contractor/businesses regarding safety expectations as well as making a basic inspection of equipment and vehicles.
    - 1.5.1 Measuring and weighing equipment and/or vehicles for the purposes of City of Fargo permit compliance as well as Federal laws.
  - 1.6 Properly complete and issue City of Fargo permits as it relates to over-dimensional ordinances and laws.
  - 1.7 Assists Engineering Department's Stormwater Division on EPA issues, construction related impairments to infrastructure and road safety
2. Assists with special route-driven projects and events such as parades, marathons, and over-dimensional moves. Plans for traffic control in collaboration with Public Works department and monitors events.
3. Assists during Street Department emergencies by notifying residents to move vehicles.
  - 3.1 Tickets and impounds offending vehicles impeding City snow removal efforts.
  - 3.2 Monitors private snow removal to ensure that it does not create problems on public streets.
4. Investigates complaints regarding road hazards and traffic signing issues, EPA concerns, illegal dumping, traffic concerns relating to construction/building sites and commercial vehicles.

**Special Assignment Minimum Qualifications**

- Two years' experience as a Fargo Police Officer;
- Specialized State Highway Patrol training on commercial vehicle enforcement;

- Ability to maintain good working relationships with Public Works and other City departments.

### **Special Assignment Physical Demands & Working Conditions**

The Truck Regulatory Officer has more frequent and prolonged exposure to highway/road hazards, chemicals hauled by trucks, and to construction zones. The position requires frequent lifting and moving of 40-pound truck scales as well as speed wagons and portable message boards. The position also requires a flexible schedule to meet the needs of the City of Fargo. **All the physical demands and working conditions of a patrol officer apply within this assignment.**

**Special Assignment: Traffic Safety Unit Officer**

**Special Assignment Summary**

Assigned to Traffic Safety Unit to focus on traffic related issues and enforcement of traffic laws. Investigates crashes, ensures traffic safety for major events which require extensive traffic control planning.

**Special Assignment Scope**

Functions under the same guidelines and policies as all Fargo Police Officers. In addition to standard police officer equipment, responsible for operation and maintenance of police motorcycle and related equipment, according to department policies. May substitute for other Officers as needed.

**Special Assignment Essential Duties**

1. Patrols traffic and enforces traffic laws.
  - 1.1 Patrols while operating a police motorcycle, when weather conditions allow;
  - 1.2 Makes traffic stops, issues tickets;
  - 1.3 Responds to calls for service and assists other officers as needed;
  - 1.4 Patrols and assists City Engineer as requested in construction areas;
  - 1.5 Follows-up on all school bus violation complaints from bus drivers;
  - 1.6 Prepares reports in the field and enters into the computer in the office.
  - 1.7 Reviews crash reports for enforcement and engineering concerns.
2. Performs advanced crash investigation and reconstruction.
  - 2.1 Recreates crash scene, conducts in-depth analysis to determine conditions and cause of crash; uses Total Station and MAP Scenes systems;
  - 2.2 Works with City Engineer to request changes and make recommendations to improve traffic safety.
3. Assists with managing traffic for events affecting traffic such as marathons and runs, parades, air show, NDSU sporting events, house moves.
4. Conducts presentations and other educational forums at schools and for other citizen groups. Includes Driver's Education classes, Child Seat instruction, Seat Belts, etc. May attend public relations events.

**Special Assignment Minimum Qualifications**

- Two years of experience as a Fargo Police Officer;
- Motorcycle endorsement on State Driver's License;
- Successful completion of Advanced Police Motorcycle Operators class and biannual refresher training;
- Interest in additional accident investigation training.
- Certified Seat Belt Technician;

**Special Assignment Physical Demands & Working Conditions**

Drives a motorcycle during the majority of the day, in spring, summer and fall. There is more frequent and prolonged exposure to highway/road hazards, construction zones, inclement weather conditions, and noise, dirt, dust, and fumes while riding the motorcycle. **All the physical demands and working conditions of a patrol officer apply within this assignment.**

**Special Assignment: K-9 Unit**

**Special Assignment Summary**

Assigned to K-9 Unit to focus on training, handling and caring for a police canine used in support of public safety.

**Special Assignment Scope**

Functions under the same guidelines and policies as all Fargo Police Officers. In addition to standard police officer equipment, responsible for care of a canine and related equipment. There is also responsibility to avoid liability associated with actions of the canine. May substitute for other Officers as needed

**Special Assignment Essential Duties**

- 1 Responds to situations that indicate a need for canine support.
  - 1.1 Responds to missing persons reports where a canine may be used for tracking;
  - 1.2 Responds to calls for canine backup where a suspect may be at large in the vicinity and a canine is needed to assist officers with finding and apprehending individuals who may be hiding or armed and dangerous;
  - 1.3 Responds to situations where there is reasonable suspicion of drug presence and a canine is trained to locate drugs.
- 2 Provides for the training and care of the assigned canine.
  - 2.1 Participates in the selection and training of a canine and attends formal training necessary to prepare self and the canine for duty;
  - 2.2 Ensures that the canine is properly fed, sheltered, groomed, and exercised;
  - 2.3 Ensures appropriate veterinary care is provided, including health checks and immunizations;
  - 2.4 Ensures that the canine is appropriately socialized depending on the nature of assignments
  - 2.5 Controls the canine to prevent injury to individuals and associated liability.
- 3 Prepares reports of all canine use, including use of force.

**Special Assignment Minimum Qualifications**

- Two years of experience as a Fargo Police Officer;
- Ability to work with animals and command obedience;
- Ability to properly house and care for the canine.
- Ability to pass and maintain K-9 Certification.

**Special Assignment Physical Demands & Working Conditions**

Work includes following the canine into areas or terrain that may be rough or difficult to access. In some cases, the K-9 officer may have more proximate exposure to dangerous fugitives. Care for the canine may present some restrictions of activities and time commitment during non-working hours because of the need to either bring the canine with the officer or return home to care for the canine. Handling the canine may require the ability to lift or restrain the canine where considerable effort is necessary. **All the physical demands and working conditions of a patrol officer apply within this assignment.**

**Special Assignment: Community Trust Officer**

**Special Assignment Summary**

Community oriented policing is a policing philosophy that promotes and supports organizational strategies to address the causes, and reduce the fear of, crime and social disorder through problem-solving tactics and community/police partnerships. Building and maintaining community trust is the cornerstone of successful policing and law enforcement. Trust is built when citizens feel that the police department listens and appropriately responds to their valid concerns and opinions while treated with dignity and respect.

**Special Assignment Scope**

Works with Field Services Lieutenant's to develop ongoing community partnerships and dialog to help foster trust between the community and the police by regularly and proactively connecting with residents and community stakeholders. To foster the spirit of cooperation with the public which leads to a safer and stronger community. Our goal is to maintain and improve the quality of life within our neighborhoods through positive interaction, communication, and education.

**Special Assignment Essential Duties**

- Serves as a resource for building and maintaining community trust – encourages interactive partnerships with relevant stakeholders
- Maintains current knowledge and thorough understanding of Community Orientated Policing and Problem Oriented Policing models
- Empowering citizens to act in partnership with the police on issues of crime, and more broadly defined social problems such as quality-of-life issues
- Regular interaction with neighborhood associations, service clubs, non-profit groups, business associations, and cultural groups to serve as a liaison between the various community groups and the police department
- Convenes presentations with community members and organizations to discuss relevant topics and/or to address specific issues, provides information and answers questions
- Engage specific sectors of the community such as at risk youth, minority communities, and faith-based organizations to build trust and legitimacy
- Establish programs that solicit involvement from residents - example: Citizen Academies - (solicit and invite specific individuals to participate)
- Circulating community safety surveys which accurately measure community perception and needs
- Hold workshops on subjects of interest to the community
- Proactively involve the public example - Community Clean up, River Clean Up
- Involved in special events/celebrations involving our community
- Positive interaction with residents and business owners through bicycle and foot patrols
- Use the media to publicize positive programs and stories about the department
- Provides a monthly update on activities to the supervisor as required by COPS grant provisions
- Other assignments as deemed appropriate by the supervisory and command staff

### **Special Assignment Minimum Qualifications**

Qualifications are the same as other police officer primary assignment positions:

- Two years of experience as a Fargo Police officer;
- Ability to interact well with community members of all racial, ethnic, and socio-economic backgrounds;
- Ability to build and maintain good working relationships with various groups, members of the public, other agencies;
- Proven time management skills and ability to work a flexible schedule;
- Proven writing skills;
- Proven communication, public speaking, and public relations skills;
- Ability to manage multiple priorities in a fast-paced environment;
- Ability to work a flexible schedule to attend various events;
- Ability to join multiple community groups/organizations

### **Special Assignment Physical Demands & Working Conditions**

The Community Trust Officer works primarily in an office setting and frequently attends meetings and events in the community. The Community Trust Officers will report directly to the Field Services District Lieutenant's. The position often requires flexibility with work hours to meet the needs of the community. The officers' primary work hours will be Monday through Friday from 1200 hours to 2000 hours. However, officers will be asked to work weekends, late evenings, and early mornings as needed. This assignment is projected to last four to six years, but is subject to rotation based on the needs of the department. **All the physical demands and working conditions of a patrol officer apply within this assignment.**