

CITY OF VALLEY CITY, NORTH DAKOTA
POLICE OFFICER
JOB DESCRIPTION

Title: Police Officer

Department: Police Department

Reports To: Police Chief

Supervisory Position: No

Date: 11/07/2025

Status: Non-Exempt

POSITION OBJECTIVE and PURPOSE:

Police Officers are responsible for patrolling the streets of Valley City and enforcing state laws and city ordinances. Duties include: providing crime prevention and repression; performing criminal investigations; performing regulation of non-criminal activity; performing routine vehicle inspection of patrol unit on each shift; performing community service activities; responding to emergency situations and assisting in rescue operations; serving as tactical entry team member; and, participating in training.

DISTINGUISHING CHARACTERISTICS:

The Police Officer is the first level of a five-level police officer series which also includes Master Police Officer, Sergeant, Lieutenant, and Police Chief. The Police Officer is distinguished as an entry level position with no supervisory or specialized responsibilities.

ESSENTIAL DUTIES:

1. Provides crime prevention and repression 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.
2. Performs regulation of non-criminal activity to include: enforcing traffic and parking regulations; investigating traffic accidents; and, assisting with animal control activities.
3. 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.
4. Performs community 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.
5. 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.
6. 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.

7. 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.
8. Participates in training classes such as: in-house training, basic training, and Cardio Pulmonary Resuscitation, First Aid, and First Responders training.
9. Performs other duties of a similar nature or level.

EDUCATION and EXPERIENCE:

High School Diploma and completion of the North Dakota Basic Law Enforcement Academy; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

MINIMUM QUALIFICATIONS:

Skills (position requirements at entry):

- Using computers and related software applications;
- Using equipment such as radios, cameras, fingerprint equipment, oxygen, first aid equipment, intoxilyzer, blood kits, pepper spray, handguns, body armor, shotguns, radar surveillance equipment, rape kits, fire extinguishers, and mace;
- Using general police tactics;
- Driving and inspecting patrol vehicles;
- Reconstructing and investigating accidents;
- Investigating crimes;
- 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;
- Preparing reports;
- 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.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents 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.