



POLICE OFFICER

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE:	Police Officer	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	Police Chief	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Police Chief	PAY GRADE:	5
DEPARTMENT:	Police	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Police Station, Squad, & Community		

II. PURPOSE STATEMENT

Serves as a sworn member of City’s police department to dutifully protect life and property through the responsible performance of a diverse array of patrol and police functions. Responds to calls for service and provides emergency & public assistance. Enforces state laws and city ordinances as well as county ordinances and federal laws. Conducts investigations according to incumbent’s training and experience as well as position’s level of authority. Works with other city police and relevant county sheriff departments according to mutual aid agreements or directives from the City Council or Police Chief.

The incumbent typically works as generalist with a focus on patrolling during which s/he may encounter and respond to: arguments/disputes/fights, prowler/trespassers, disorderly conduct & public nuisances, intoxicated persons, and violations involving use of controlled substances. Performs additional or special duties as assigned by the Chief.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Police Chief
Communicates with:	All other city employees and volunteers, including Fire 911 dispatch and social services; surrounding city police & county sheriffs departments, DPS, DVS & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor’s personnel; tourists and city residents; area hospitals, clinics, and detox centers; Minnesota State Patrol and various federal/state/area public agencies; city schools and businesses, various civic/community organizations and groups; and city residents, visitors, and tourists
<i>Internally:</i>	
<i>Externally:</i>	
Supervises:	None

IV. DELEGATION OF AUTHORITY

Based on state statute, city policies, and management’s direction the incumbent has the authority to personally enforce laws and ordinances, execute a variety of court warrants/orders, and conduct investigations commensurate with the individual’s training & experience and according to the Chief’s direction and oversight. As the employee develops his/her knowledge base and skill sets on-the-job training, mandatory continuing education, and specialized training are critical for the employee’s performance and development. At full-performance level the employee works with a high degree of independence, initiative, and proficiency.

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V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- 1. Keeps Supervisor informed of all appropriate department matters.**
- 2. Performs duties and responsibilities related to Patrol, Call Response, Emergency Response**
 - Operates police vehicles during routine patrol, call response, and emergency situations. Conducts foot patrols as appropriate for active patrolling.
 - Identifies potential physical and safety hazards if *observed* during patrols; inspects hazard if on city-owned property and reports to public works or administrative staff or appropriate business/property owner; and investigates any *observed* or *reported* public nuisances.
 - Monitors any *observed* severe storm or weather activity during shift and notifies 911 Dispatch of significant conditions.
 - Responds to routine and urgent calls for service including: all types of alarms, disturbances and other potentially illegal behaviors/activities; reports of missing/found/endangered persons; and welfare & safety checks. Takes appropriate action(s) including arrests/detentions, referrals to social services, and mental health transports.
 - Responds to emergencies: provides—commensurate with training & experience—emergency medical service at accident and crime scenes or assists fire/rescue/ambulance personnel as requested; establishes a safety/security perimeter if possible; and controls crowd/onlookers and directs traffic.
 - Responds to requests from public: provides information to residents and tourists; provides assistance to disabled motorists; and provides other assistance according to department policy.
- 3. Performs duties and responsibilities related to Community Policing & Active Police Coverage**
 - Investigates suspicious circumstances and activities; stops & interviews suspicious persons; and intervenes in observed dangerous, suspicious or criminal activities.
 - Enforces traffic laws of the State of Minnesota and ordinances of the City of Lamberton; issues citations or warnings for moving, mechanical & safety violations; maintains stationary and moving radar surveillance; and conducts traffic/seatbelt surveys as assigned.
 - Provides a police presence during city events and, as directed, observes demonstrations, protests, & picket lines. Acts if necessary to preserve the peace, protect property, and enforce the law.
 - Apprehends and arrests suspected law violators: places individuals under arrest using approved protocol and procedures (e.g. advises of rights, questions, searches, etc.) and transports to detention center or other appropriate facility.
 - Administers Blood Alcohol test for DPS/DVS notification, if certified to do so, or finds certified officer to administer the test.
 - Executes a variety of court orders including HROs and OFPs; participates in raids and search warrant executions; performs stakeouts, surveillance of persons or places; and initiates a variety of investigations.
 - Issues citations for parking violations, follows up on habitual violators, and enforces animal complaints.
- 4. Performs duties and responsibilities related to Investigations & Court Proceedings**
 - Investigates all alleged criminal behavior based on personal observations and complaints.
 - Conducts preliminary crime and accident investigations: secures crime or accident scene; surveys scene for witnesses, interviewing witnesses and victims and obtaining information on suspects; and searches area for physical evidence, gathering and preserving evidence through established department procedures. Works with city and county attorneys.
 - Using approved techniques interrogates suspects, obtaining statements and confessions.

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V. ESSENTIAL FUNCTIONS (cont.)

5. Performs duties and responsibilities related to Investigations & Court Proceedings (cont.)

- Prepares incident/accident reports, citations, affidavits and other legal documents, memoranda and other correspondence; prepares for court testimony; and testifies as witness in criminal and civil proceedings. Works with prosecuting attorneys.
- Performs follow-up crime and accident investigations, assisting Police Chief or other agencies as assigned.
- Maintains and organizes evidence/property room and assists with the proper disposition of evidence (destruction/transfer/etc.) and sale/auction of seized property.
- Investigates and arranges for removal of abandoned/stolen vehicles and property.

6. Performs duties and responsibilities related to Equipment Care & Maintenance

- Performs operator-level checks and services on patrol vehicle, keeping it clean and orderly.
- Inspects vehicles and other equipment, reporting deficiencies and needed repairs to Supervisor.
- Inspects and cleans handgun, firearms and other weapons, keeping them in proper working order.
- Inspects duty belt, ensuring it is properly equipped per Supervisor's guidance.

7. Performs duties and responsibilities related to Training, Paperwork and Recordkeeping

- Participates in departmental and outside training to maintain knowledge, skills and abilities necessary to perform duties. Maintains Minnesota POST license and a good driving record.
- Attends and conducts specialized training as approved by the Chief.
- Completes routine and other paperwork critical to essential duties and properly maintains official records and other files/documents.
- Performs clerical tasks within the office, including filing, data entry/retrieval, and answering phone.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs additional or special duties as assigned by Police Chief.
- Performs other related work as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ City and department policies & procedures as well as the Chief's directives ▪ City's and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infrastructure ▪ applicable federal & state laws and city & county ordinances ▪ office automation and other technologies useful for patrol/police duties ▪ investigative techniques and procedures ▪ relevant medical & legal terminology and court rules & procedures ▪ first aid, CPR, and other first responder procedures 	<ul style="list-style-type: none"> ▪ using personal and departmental equipment including firearms & other weapons ▪ analyzing problems/situations, taking decisive and effective action, and using proper procedures ▪ communicating, both verbally and in writing to include analyzing data, preparing reports and providing/presenting reliable information ▪ using an appropriate degree of tact, persuasion, conflict resolution/mediation, and intervention depending on the situation ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ using information technologies to increase work productivity ▪ interviewing and conducting various types of investigations ▪ speak and write effectively in English ▪ interacting with diverse individuals including adolescents/juveniles, the mentally ill, and elderly 	<ul style="list-style-type: none"> ▪ follow department's and City's code of conduct ▪ attend mandatory and other training and satisfy learning objectives ▪ keep current on law enforcement, criminal justice, & policing fields and related issues ▪ work independently and perform duties with consistency and uniformity ▪ handle not public data and other sensitive information IAW state statute and City/department policy ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ work beyond normal works hours as well as evenings, weekends and holidays ▪ cope with the mental stress and physical demands of the position including emergency situations ▪ maintain fitness for duty in all essential aspects of position ▪ maintain appearance IAW City/department standards interact with diverse individuals

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Squad car/vehicle, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, taser, mace, side handle baton, handcuffs, cameras/recording/A-V equipment, portable breath tester, medical equipment, defibrillator, window tint meter, investigative equipment, computer and office equipment, phone, and other personal and departmental equipment.

Standard Duty Uniform and Personal Protective Equipment include: Department-approved Uniform & Equipment; Collar Brass and approved Tie; Name Plate; Approved Pants; Footwear; Body Armor Vest; Jacket; Duty Belt, equipped; other Safety Equipment (in vehicle); other Personal Protective Equipment (as needed)

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IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.
An equivalent combination of education and experience may be considered during the hiring process.*

1. Associate's degree in law enforcement, criminal justice, or related program.
2. Licensed as a peace officer with Minnesota POST Board or eligible to be licensed (at time of appointment).
3. Valid Minnesota driver's license or ability to obtain valid MN driver's license within 60 days.
4. Certification as First Responder (First Aid and CPR).

X. MINIMUM SELECTION STANDARDS (not all-inclusive)

Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.

1. Must be a United States citizen.
2. Must not have a felony conviction (as defined in Minnesota) and must not be required to register as a predatory offender (under applicable state law).
3. Must successfully complete a physical examination, psychological assessment, drug and alcohol screening, and background investigation.
4. Must have knowledge of State Statutes and local ordinances.
5. Must meet all other state requirements and City minimum hiring standards.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Work involves an element of personal danger and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in a squad car, inside and outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with, and detaining/arresting people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.

Must be able to respond to urgent and emergency situations.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)