

Job Title: Police Officer  
Department: Police Department  
Supervisor: Police Chief

### DESCRIPTION OF WORK

General Statement of Duties: Performs responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, regulating traffic and providing emergency services; and performs related duties as required.

Supervision Received: Works under the general and technical supervision of the Police Chief and Police Sergeant.

Supervision Exercised: Supervision over Police Reserves.

### TYPICAL DUTIES PERFORMED:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- \*Patrols the community to enforce the laws, detect and prevent crime, provide traffic control and protect life and property.
- \*Apprehends and arrests law violators, prepares written reports of crimes and assists in the prosecution of law violators.
- \*Collects and preserves evidence and takes pictures of crime scenes.
- \*Investigates crimes and accidents; informs the Chief and Sergeant of felony investigations.
- \*Enforces traffic laws, operates radar and writes violations; enforces snowmobile, golf cart and ATV laws within the jurisdiction of the department.
- \*Assists other agencies such as the county, area communities and the State Highway Patrol as needed.
- \*Responds to accident and fire scenes; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
- \*Testifies in court as arresting officer.
- \*Interviews witnesses and victims and takes their statements; interrogates suspects.
- \*Responds to domestic and bar disputes and to complaints from citizens of crimes committed, lost or stolen property and other law enforcement or public safety concerns.
- Serves warrants and subpoenas as assigned; presents evidence necessary for issuance of arrest or search warrants to the County Attorney.
- Drafts complaints and reports as required by state law or department policy; reviews daily reports and confers with the Chief and/or Sergeant to determine activity in the community and potential problems.
- Remove hazards in roadways and on sidewalks and places barricades as needed.
- Reports matters requiring attention to the maintenance department.
- Periodically checks the security of business establishments and vacant residences.
- Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.

- Prepare necessary reports, logs and other forms and correspondence as required.
- Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
- Operates and assists in maintaining all equipment and vehicles used by the Department.
- Keeps firearms clean and operational and maintains proficiency in firearm use, self-defense and first aid.
- Acts as spotter during severe weather.
- Controls crowds at community events.

### KNOWLEDGE, SKILLS AND ABILITIES

- \*Considerable knowledge of police procedures and techniques used in the apprehension of criminals and prevention of crime including operation of police vehicles, radios, radars and related equipment.
- \*Considerable knowledge of federal, state and local laws and department policies.
- \*Considerable knowledge of City layout including important buildings and the street system.
- \*Considerable skill in handling and discharging firearms in an efficient and safe manner.
- \*Considerable skill to expertly drive a motor vehicle under any condition.
- \*Considerable ability to analyze situations and determine appropriate action.
- \*Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- \*Considerable ability to cope with situations firmly, courteously and with respect for citizens' rights.
- \*Considerable ability to apply laws to specific incidents.
- \*Considerable ability to see, hear and remember people, evidence, facts and circumstances.
- \*Considerable ability to communicate effectively with others and maintain strict confidentiality.
- \*Considerable ability to work independently without direct supervision.
- \*Considerable ability to stand, walk and sit for long periods of time.
- \*Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- \*Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.
- \*Considerable ability to operate a radio and other department equipment.
- \*Considerable ability to read and follow department policies and to read police reports.
- \*Considerable ability to prepare accurate and thorough reports and to operate a typewriter, computer and related software.
- \*Considerable ability to investigate crime and accidents.
- Working ability to maintain certification as a First Responder in First Aid.

### MINIMUM QUALIFICATIONS

Must have an Associate Degree in Law Enforcement and be licensed (or eligible for licensure) as a Peace Officer in the State of Minnesota and possess a valid Minnesota Class C driver's license.

Note: \*Asterisked items are essential to the job.