

**CITY OF FRAZEE  
POSITION DESCRIPTION**

**POSITION TITLE:** Police Officer  
**DEPARTMENT:** Police Department  
**STATUS:** Full-time / Part-time

**POSITION SUMMARY**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

Works under the direct supervision of the Police Chief.

**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ▶ Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- ▶ Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- ▶ Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- ▶ Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- ▶ Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.
- ▶ Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- ▶ Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- ▶ Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- ▶ Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyser check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- ▶ Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

- ▶ Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- ▶ Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- ▶ Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- ▶ Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- ▶ Maintains departmental equipment, supplies and facilities.
- ▶ Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

#### B. TOOLS AND EQUIPMENT USED

- ▶ Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, pager, first aid equipment, PBT.

#### C. PHYSICAL DEMANDS

- ▶ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ▶ While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- ▶ The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### D. WORK ENVIRONMENT

- ▶ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ▶ While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

City of Frazee

### EDUCATION AND EXPERIENCE

A high school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or and equivalent combination of education and experience.

### KNOWLEDGE, SKILLS, AND ABILITIES

- ▶ Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- ▶ Some skill in operation the tools and equipment listed.
- ▶ Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical conditions; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

### SPECIAL REQUIREMENTS

- ▶ Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- ▶ Must be licensed or eligible to be licensed by Minnesota POST board.

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### **NON-DISCRIMINATION POLICY**

**The City of Frazee does not discriminate on the basis of handicapped status in the admission or access to or treatment or employment in its programs and activities.**

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