



POLICE OFFICER

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Police Officer	WORK LOCATION	Varies
SUPERVISOR	City Administrator	FLSA STATUS	Exempt
DEPARTMENT HEAD	Police Chief	PAY GRADE	
DEPARTMENT	Police Department	EFFECTIVE DATE	January 1, 2024

II. POSITION SUMMARY	
	Perform police patrol, investigation, traffic regulation and related law enforcement activities.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES	
	Work on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconducts.
	Work assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
	Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.
	Carry out duties in conformance with Federal, State, County and City laws and ordinances.
	Patrol 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 crimes and other law violations and to otherwise serve and protect.
	Respond to emergency radio calls and investigate accidents, robberies, civil disturbances, domestic disputes, fights, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
	Interview suspects, witnesses and drivers. Preserve evidence. Arrest violators. Investigate and render assistance at scene of vehicular accidents. Summon ambulances and other law enforcement vehicles. May take measurements, diagrams, or pictures at scene of incident.
	Conduct follow-up investigations of crimes committed during assigned shift. Seek out and question victim, witnesses and suspects. Develop leads and tips. Search scene of crimes for clues. Analyze and evaluate evidence and arrest offenders. Prepare cases for giving testimony and testify in court proceedings.
	Prepare reports, records, evidence as required by the current CAD system.
	Undertake community oriented police work and assist citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.
	Participate in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
	Coordinate activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies and obtain advice from the City Attorney and Court Attorney regarding cases, policies and procedures as needed and assigned.
	Maintain contact with Police Chief to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.
	Maintain departmental equipment, supplies and facilities.
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.

IV. TOOLS AND EQUIPMENT USED

Computers, security cameras, police car, police radio, radar unit, service weapon and other weapons as required, handcuffs, first aid equipment, PBT, taser, body camera and other equipment as needed.

V. 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.

1. While performing the duties of this job, the employee is frequently required to sit, talk and/or hear.
2. 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.
3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

VI. WORK ENVIRONMENT

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

1. While performing the duties of this job, the employee frequently works in various outside weather conditions.
2. 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 and extreme heat.

VII. MINIMUM QUALIFICATIONS

A high school diploma or equivalent supplemented by a minimum of two-year degree in law enforcement or criminal justice, public administration, or a related field; or an equivalent combination of education and experience.

Must be licensed or eligible to be licensed by Minnesota POST board.

Knowledge of modern law enforcement principles, procedures, techniques and equipment.

Skill in operating the tools and equipment listed.

Learn the applicable laws, ordinances and department rules and regulations.

Perform work requiring good physical condition.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with subordinates, peers and supervisors.

Follow verbal and written instructions.

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.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.

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