



POSITION DESCRIPTION
POLICE OFFICER

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

Under limited supervision and direction, provides general police work and primary source of police service of the public.

Reports to: Police Chief
Assistant Police Chief
Police Captain
Police Sergeant Investigator
Police Sergeant

Supervision: None

DUTIES AND RESPONSIBILITIES:

- Performs required law enforcement services in compliance with the policies, procedures, rules and regulations of the Police Department
- Responds to calls for police services.
- Protects life and property, apprehends and/or seeks prosecution of offenders of state and federal statutes, rules, laws, regulations, and local ordinances.
- Determines the appropriate enforcement of applicable statutes, ordinances, resolutions, rules and regulations for the situation confronted with.
- Prepares and reviews reports generated on crimes, arrest, or incidents to insure that reports are submitted in an accurate, timely and complete manner.
- Accurately prepares and submits in a timely manner, all required reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of law enforcement principles, practices, procedures, tools, techniques, and equipment.
- Knowledge of relevant laws, statutes, ordinances, resolutions, policies, programs, procedures, rules and regulations.
- Skilled in the use of firearms and operation of law enforcement vehicles and equipment.
- Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to apply law enforcement principles, practices, and procedures to solve police problems.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to read, write, speak, and understand English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain an effective working relationship with superiors, subordinate staff, external agencies, and the general public.
- Ability to operate a personal computer and various software applications.

MINIMUM REQUIREMENTS:

- Possess a valid Class A Peace Officers Standards and Training License.
- Possess a valid Minnesota driver's license with good driving record.

- Certification or the ability to become certified in emergency driving, taser, use of force and firearms.
- A comprehensive understanding of the Minnesota Criminal Statutes and Traffic Codes, including rules of criminal procedures dealing with arrest situations, criminal investigations, defendants rights and rules of evidence.
- Ability to conduct effective interviews of victims, witnesses and defendants/suspects.
- CPR and First Aid certification.

PREFERABLE QUALIFICATIONS:

- One year of sworn law enforcement experience.