

JOB DESCRIPTION

I. IDENTIFYING INFORMATION		
JOB TITLE: Patrol Officer	DEPARTMENT: Police	WORK STATUS: Full- & Part-time
SUPERVISOR: Police Chief	WORK LOCATION: City Hall	WORK HOURS: Per Supervisor
DEPARTMENT HEAD: Police Chief	FLSA STATUS: Nonexempt	PAY GRADE: TBD

II. PURPOSE
<p>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 federal laws and county ordinances. Conducts investigations according to incumbent's training and experience as well as position's level of authority.</p> <p><i>Note: Positions under this job class typically work as generalists with a particular focus as field officers who 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.</i></p>

III. ORGANIZATIONAL RELATIONSHIPS
<p>Reports to: Police Chief</p> <p>Works closely with: Fellow patrol officers, city attorney</p> <p>Communicates with:</p> <ul style="list-style-type: none"> <i>Internally</i> - All city departments and employees including the Fire department, Rescue and Ambulance Service; and the Mayor, city council members <i>Externally</i> - OTC Dispatch, county attorney, Sheriff's department, and social services; 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 & tourists. <p>Supervises: None</p>

IV. ESSENTIAL FUNCTIONS
<ol style="list-style-type: none"> 1. Keeps supervisor informed on all appropriate department matters. 2. Performs duties and responsibilities related to Patrolling, Call Response & Emergency Response <ul style="list-style-type: none"> ▪ Operates police vehicles during routine patrol, call response, and emergency situations. ▪ Identifies potential physical and safety hazards if observed during patrols; inspects hazard and reports to public works or administrative staff (if on city-owned property) 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 the 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 and 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 & crime scenes or assists fire/rescue/ambulance personnel as requested; establishes a safety/security perimeter if possible; and controls crowd/onlookers & directs traffic. ▪ Responds to requests for public assistance: provides information to residents and tourists; provides assistance to disabled motorists.

IV. ESSENTIAL FUNCTIONS (cont.)

- 3. Performs duties and responsibilities related to Proactive 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 Battle Lake; issues citations or warnings for moving, mechanical or safety violations; maintains stationary and moving radar surveillance; 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.
 - 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, enforces animal complaints and follows up on habitual violators.
- 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.
 - Using approved techniques interrogates suspects, obtaining statements and confessions.
 - 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.
 - Performs follow-up crime and accident investigations, assisting other officers 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.
- 5. 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.
- 6. 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 specialized training as approved by the Chief and budgeted.
 - 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 calls.

V. OTHER DUTIES and RESPONSIBILITIES

- Assists in the development, and implementation of rules, regulations, policies, and procedures for the department.
- Performs delivery duties including but not limited to reports, other documents, evidence or property to a variety of sources and locations including various law enforcement agencies.
- Provides safety/public awareness and other presentations to the general public, schools and civic organizations.
- Provides fingerprinting services to members of the public.
- Performs other related work as apparent or assigned by Supervisor.

PATROL OFFICER

VI. 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 infra- & super-structure ▪ 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 	<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 and weekends ▪ cope with the mental stress and physical demands of the position including emergency situations ▪ interact with a diverse individuals including adolescents/juveniles, the mentally ill, and the elderly. ▪ maintain fitness for duty in all essential aspects of position. ▪ maintain appearance IAW City/department standards

Machines, tools, and equipment regularly used: Squad car/vehicle, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, cameras/recording/audiovisual equipment, intoxilizer & portable breath tester, medical equipment, investigative equipment, computer and office equipment, phone, and other personal and departmental equipment.

Standard Duty Uniform and Personal Protective Equipment include:

<ol style="list-style-type: none"> 1. Approved Shirt, long- or short-sleeved 2. Collar Brass and approved Tie 3. Name Plate 4. Approved Pants 5. Footwear 	<ol style="list-style-type: none"> 6. Body armor vest 7. Jacket 8. Duty belt, equipped 9. Other safety equipment (in vehicle)
--	---

<<<Each officer is responsible for his/her uniform's upkeep and maintenance including replacement of worn items>>>

PATROL OFFICER

VII. MINIMUM TRAINING and EXPERIENCE

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 Class D driver's license (or ability to obtain within employer's time-frame).

VIII. 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).
3. Must successfully pass a comprehensive background investigation, physical strength and agility test, psychological evaluation, and medical examination.
4. Must meet all other state requirements and City minimum hiring standards.

IX. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during a hiring process and in a promotional context.

- ❖ Bachelor's degree in law enforcement or criminal justice or closely-related program.
- ❖ Two years of experience in law enforcement or criminal justice field.
- ❖ Volunteer work in law enforcement or criminal justice field.

X. WORKING CONDITIONS (includes characteristics related to both the job itself and its work environment)

This section provides a summary only; refer to the addendum for a fuller listing of the position's physical and mental requirements.

Work involves an element of personal danger and high 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, 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. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with, and detaining/arresting, people. Potential exposure to life threatening situations. Work includes evenings, weekends and nights.

SEE ADDENDUM, ENTITLED "PHYSICAL & MENTAL REQUIREMENTS" FOR MORE SPECIFIC INFORMATION REGARDING THE POSITION'S REGULAR AND POTENTIAL UNPLEASANT, ADVERSE, AND HAZARDOUS WORKING CONDITIONS

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.