

CITY OF CHISHOLM

Police Officer

Job Code: 1305

FLSA () Exempt (X) Non-Exempt

JOB DEFINITION: Under general supervision, patrols areas of the City in the enforcement of local, state and federal laws and ordinances; observes, prevents and terminates unlawful activities.

ESSENTIAL FUNCTIONS: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

REPRESENTATIVE DUTIES:

Operates a motor vehicle in the conduct of patrol areas.

Reports crimes or unusual situations.

Investigates traffic accidents; writes accident reports, issues traffic citations.

Responds to calls for assistance regarding domestic disputes, criminal activity or other similar situations.

Provides support to fire and ambulance personnel as needed.

Performs animal control.

Makes presentations at local schools, community groups and/or organizations.

Provides a presence at various City events to ensure public safety.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.

Detect and collect evidence and substances that provide the basis of criminal offenses and infractions which indicate the presence of dangerous conditions.

Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people from particular areas.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.

Maintain and use efficiently all department issued equipment, day and night, in emergency situations.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints, and subdue resisting suspects.

Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informers.

Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.

Conduct searches of people, vehicles, buildings, and large outdoor areas.

Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure that they are secure.

Process arrested suspects and transport to detention facility.

Performs other duties as assigned or required.

KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of City policies and procedures.
- Knowledge of law enforcement practices, methods and procedures
- Knowledge of local, state and federal ordinances and laws.
- Knowledge of police equipment operation and maintenance.
- Knowledge of the geography of the City.
- Knowledge of court procedures.
- Ability to establish and maintain effective internal and external working relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain confidentiality and handle confidential information.
- Ability to interpret laws, ordinances and other legal requirements.
- Ability to investigate, research and analyze facts and situations under stressful conditions.
- Ability to operate firearms and other police equipment.

MINIMUM QUALIFICATIONS:

Associate Degree in Law Enforcement or a closely related field . POST certification.
Possession of a valid State of Minnesota driver's license.

ADDITIONAL REQUIREMENTS:

May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 100 pounds.