

**CITY OF PARK RAPIDS
POLICE OFFICER**

FUNCTION

Performs general police work in the protection of life and property through the enforcement of laws, ordinances, and community policing and related programs; may also investigate criminal offenses, accidents and other police-related functions as assigned.

SUPERVISION RECEIVED

Work is performed under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Respond on or off duty to police and medical calls and/or emergencies as directed; provide assistance as needed.

Patrol assigned area by vehicle to deter and detect unlawful activities; observe and detect traffic violations, enforce vehicle and traffic laws; operate vehicle in emergency mode when necessary.

Search area for suspects; apprehend criminals and offenders; handle arrest situations and procedures; take written and oral statements from victims and witnesses.

Face threatening situations and be prepared to use deadly force when justified.

Request checks on car registrations, warrants, and firearms; issue tickets, citations and tags for illegal violations.

Operate communication equipment and vehicle monitoring equipment, report damage, loss or improperly operating equipment to immediate supervisor.

Write detailed reports to document traffic accidents and other activities in situations requiring that public order be maintained or restored; complete routine, non-emergency reports and initial investigative reports.

Monitor crime areas by vehicle or foot patrol; perform business and house watch checks.

Answer questions from the public by phone or in person regarding issues such as project status, complaints, and law interpretation, or refer citizens to proper agencies.

Maintain community relations and participate in public relations activities as directed.

Interview suspects, witnesses, citizens, victims and others as required; interrogate suspects and take sworn statements, formal confessions, or depositions in preparation for court or trial appearance; serve subpoenas as directed.

Identify, gather, and preserve evidence from crime scenes as assigned.

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Maintain relationships with other governmental agencies and schools for coordination of investigations and other activities.

Maintain and improve skills proficiency and physical conditioning.

Stay abreast of developments in the field of law enforcement and changes in related laws and ordinances.

Assist in crime prevention activities as assigned.

Keep superior officer advised of pertinent developments.

On Assignment to Investigations:

Plan investigation of assigned cases; coordinate investigations with supervisors and patrol as necessary to develop information, determine needs, and schedule specific investigation steps.

Obtain and process physical evidence; handle or arrange for the processing of a crime scene including measurements, fingerprints, photos or drawings, and other related crime scene evidence; follow proper procedures in making arrangements for lab testing and the proper control and documentation of all evidence processing.

Participate in the apprehension of suspects; work with other members of the department as appropriate; arrange for warrants and subpoenas as required.

Develop cases for prosecution; build and maintain an accurate and complete case file through reports of action and findings; may recommend disposition of cases and work with the prosecuting attorney's office; make court appearances as required.

Maintain outside contacts as needed for intelligence information, including contacts with other law enforcement agencies, community resources, and others as required.

NON-ESSENTIAL FUNCTIONS

Perform related work as assigned.

WORK CONTACTS

Considerable contact with the general public, other law enforcement agencies, and the criminal justice system. Contacts require tact, courtesy, and good judgment.

CONDITIONS OF WORK

Possible exposure to inclement weather conditions, to dangerous and hazardous situations and subject to working irregular hours. *Refer also to Physical Demands Supplement for additional information.*

Police Officer

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of modern police practices and methods; departmental procedures, rules and regulations; effective methods of investigations; of applicable Federal, State and local laws and ordinances, including laws of arrest; of crime prevention techniques; of criminal behavior; of emergency response techniques; of health and safety codes; of radio communication and procedures; of street layout and geography of the city. Skill in the use of firearms, emergency vehicles, two-way radios, and other such regular and special police equipment as may be assigned. The ability to perform the following work activities with or without reasonable accommodation:

- Apply police principles, practices, and procedures consistently and fairly.
- Deal tactfully and courteously with the public.
- Communicate effectively, orally and in writing.
- Respond to emergencies.
- Prepare reports and maintain required records and reports.
- Analyze situations quickly and objectively and determine proper course of action.
- Establish and maintain effective working relationships.
- Meet such physical requirements as may be established by competent authority.
- Withstand adverse weather conditions.
- Obtain and maintain CPR and first aid certification.
- Pass required testing procedures.
- Perform specialized assignments and as directed.
- Maintain regular attendance.

ACCEPTABLE EXPERIENCE AND TRAINING

Associates Degree from an accredited college in Criminal Justice or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the work.

DESIRABLE EXPERIENCE AND TRAINING

Bachelors Degree in Criminal Justice or related field, previous law enforcement experience, and current certification in CPR and First Aid is highly desirable.

SPECIAL REQUIREMENTS

- At least 21 years of age
- United States Citizen
- Trained in first aid and achieved a Minnesota First Responder or higher-level certification, or equivalent certification from another state, at some time during their life.
- Possession of a Peace Officer license or eligibility to be licensed through the State of Minnesota P.O.S.T. Board.
- Must possess a valid and unrestricted Driver's License.
- Must possess a physical condition satisfactory to fulfill the duties of the position as determined by a physician of the City's choice.

- Must be able to pass a thorough background investigation, psychological evaluation, medical examination and drug test.

EMPLOYMENT STATUS

Hourly, non-exempt.

The functions/tasks provided are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.

NON-DISCRIMINATION POLICY

The City of Park Rapids will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

CITY OF PARK RAPIDS
Physical Demands and Job Description Supplement

WORK ENVIRONMENT

- 1.) Normal shift = 10.75 hours for four consecutive days.
- 2.) Work indoors and outdoors, in both a controlled environment and inclement weather

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	M
Sitting:	S
Standing in One Place:	O
Climbing:	O
Pulling/Pushing:	O
Crawling/Kneeling/Squatting:	O
Bending/Stooping:	O
Twisting/Turning:	O
Repetitive movement:	M
Lifting waist to shoulder; knee to waist; floor to knee:	O
Deadly weapons	S
Driving/Travel:	S

S = Significant M = Moderate O= Occasional