

**CITY OF TWO HARBORS
POSITION DESCRIPTION**

Class title: Police Patrol Officer
Department: Police
Division:
Date:

Job Code Number:
Grade Number:
Union:
Location:

SUMMARY/PURPOSE STATEMENT

Responsible for the maintenance of peace and safety; the enforcement of laws and ordinances; the protection of life and property; and the investigation of criminal offenses, traffic accidents, and other related law enforcement activities.

Hours of work shall vary so that 24-hour coverage is provided to the City of Two Harbors and shall be assigned by the Chief of Police or Assistant Chief of Police.

SUPERVISION RECEIVED

Works under the general and technical supervision of the Chief of Police and the Assistant Chief of Police.

SUPERVISION EXERCISED

Generally, none, although an officer may need to take charge of a situation and direct the actions of fellow police patrol personnel or other law enforcement officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Performs duties in conformance with Federal and State laws, City ordinances and established department policies, procedures and training as assigned by the Chief of Assistant Chief of Police.

Responds to emergency calls of any nature and uses good judgment when deciding the appropriate course of action.

Maintains availability by radio or telephone so an immediate response to developing situations may be achieved.

Conduct follow-up investigations of crimes committed during assigned shift or as delegated. Seeks out and questions victims, witnesses and suspects. Develops leads and tips.

Searches crime scenes for evidence. Collects, evaluates and analyzes this evidence.

Prepares a variety of reports and records as required to properly perform one's duties.

Maintains contact with police supervisors so as to coordinate investigation activities.

Provide mutual aid assistance during emergency situations and assists other agencies as needed.

Cleans and maintains the interior and exterior of assigned police vehicle.

Provides information to the public and media as allowed by Data Practices Statutes.

Undertakes community oriented police work and assists citizens with such matters as crime prevention and drug information dispersal.

Maintains department equipment, supplies and facilities. If necessary, informs a supervisor of further needed repairs to the equipment and or facility and supply replacement.

Shall seek advice, when necessary, from a police supervisor, prosecuting attorney or more knowledgeable officer regarding investigations, statutes, policies and procedures.

Reviews cases investigated and testifies in court as necessary.

Performs other tasks and assignments as required by the Chief of Police or Assistant Chief of Police.

REQUIRED MINIMUM QUALIFICATIONS

- A. Completion of a two or four-year Law Enforcement or Criminal Justice Degree through a Professional Peace Officer Education Program and pass the Minnesota P.O.S.T. Licensing Exam.
- B. Licensed Police Officer in the State of Minnesota or be eligible to be licensed upon time of application.
- C. Valid Minnesota Driver's License.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Demonstrable knowledge of:

- A. Methods, principles, practices, equipment and techniques of modern law enforcement.
- B. Laws, ordinances, rules and regulations as they relate to law enforcement.
- C. Minnesota State laws, legal procedures and POST Board rules.
- D. City geography.

- E. Local governmental and community resources and emergency services.
- F. Federal and State Data Practices Law and related department policies.
- G. Firearm use, chemical agents, defensive tactics, pursuit driving, crime scene processing, basic photography, computer use, emergency medical procedures and related equipment.
- H. Basic computer use.
- I. Emergency medical procedures and related equipment.

Ability to:

- A. Establish and maintain effective working relationships with public officials, superiors, fellow law enforcement officers and the general public.
- B. Maintain necessary records and generate reports as required.
- C. Maintain confidentiality of information.
- D. Work effectively during stressful situation.
- E. Maintain strong organizational skills.
- F. Use a computer and its programs.
- G. Communicate effectively, orally, in writing and on the police radio.
- H. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, preparing accurate records, and operating assigned equipment.
- I. Maintain mental capacity which permits using good judgment, answering questions, and prioritizing projects.
- J. Work various assigned shifts.
- K. Safely operate a motor vehicle in adverse conditions.
- L. Meet the physical demands of the position with or without reasonable accommodation.
- M. Meet the residency requirements as outlined in the Article 13 of the Teamsters Local 346 bargaining agreement.

TOOLS AND EQUIPMENT USED

Various firearms (pistol, shotgun, rifle) and associated ammunition/magazines, weapon cleaning equipment, patrol vehicle and associated apparatuses (emergency lights, sirens, PA system), portable breathalyzer test (PBT) equipment, portable and mobile radios, Mobile Data Computer (MDC), squad camera, radar, fire extinguisher, road flares, stop sticks, first aid kit, Personal Protective Equipment (PPE), Automated External Defibrillator (AED), digital camera, digital recorder, body armor, handcuffs, chemical spray, baton, flashlight, computer and associated software, phone, fax machine, copier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting, patrol car, and in the field as required and, occasionally, in hazardous and/or dangerous situations. Work is frequently performed in outside weather conditions.

PHYSICAL ENVIRONMENT

Essential and other important responsibilities and duties require maintaining physical condition necessary for sitting for prolonged periods of time; general manual dexterity; adequate hearing, vision, and speech required; must be able to operate assigned equipment, may occasionally lift and/or move more than 100 pounds.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

APPROVAL: _____

SUPERVISOR

APPROVAL: _____

APPOINTING AUTHORITY

EFFECTIVE DATE:

REVISION HISTORY: 7/11/2011, 5/14/18

MN GOVERNMENT DATA PRACTICES REQUIREMENTS AND PENALTIES

Not public data are any data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

Not public data will be stored in files or databases, which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Not public data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. These employees will be instructed to:

- Not discuss, disclose, or otherwise release not public data to City employees whose job responsibilities do not require access to the data,
- Not leave not public data where non-authorized individuals might see it, and
- Shred not public data before discarding.

Pursuant to MN Statutes Section 13.09, as it may be amended from time to time, the knowing authorized acquisition of not public data is a misdemeanor and constitutes just cause for suspension without pay or dismissal of the employee.