



Job Description

Job Title:	Police Officer	Job Grade:	Grade 11D
Department/Group:	Police Department	Exempt Status:	Non-Exempt
Reports To:	Sergeant	Date Created:	March 2017

JOB SUMMARY

Performs daily activities for the purposes of protecting lives and property; preventing, detecting and investigating crime; enforcing laws and ordinances; and maintaining public order throughout the city.

PRIMARY JOB FUNCTIONS:

- Responds on or off duty to police calls and/or emergencies as directed.
- Deters and detects unlawful activities by effective police work. Includes patrolling assigned areas, checking for suspicious activities, actively seeking wanted persons or property.
- Respond to and effectively handles police calls for assistance. Properly investigates complaints, maintain order in disputes.
- Respond to and handles medical and police emergencies. Provides rescue help and emergency first aid treatment as necessary. Provide support to Fire Department personnel as necessary and as directed by supervisors.
- Apprehends violators. Performs investigation work, including the identification and gathering of evidence, questioning victims, suspects and witnesses, following up on related leads, etc. Takes written and oral statements from victims and witnesses.
- Arrests and processes suspects, documents evidence, appears and/or testifies in court as required.
- Serves subpoenas as directed.
- Monitors and ensures proper flow of traffic. Directs traffic as needed, reports hazardous conditions, gives warnings and issues citations. Enforces parking ordinances, reports abandoned or damaged vehicles, and assists stranded motorists.
- Investigates and prepares reports on traffic accidents, financial crimes and serious traffic offenses as directed. Gathers evidence from drivers and witnesses, prepares diagrams of the scene and reports for police records.
- Writes detailed reports using basic grammatical skills that clearly represents incidents as they occurred.
- Maintains effective community relations. Includes answering questions, providing directions and prompt assistance as needed and participates in public relations activities as directed. Handles all other crime prevention duties as assigned.
- Improves and maintains individual police skills, including physical conditioning. Stays abreast of developments in the police field and changes in related laws and ordinances.
- Ensures proper maintenance and safe operation of assigned vehicles and equipment. Reports damage, loss or improperly operating equipment to an immediate supervisor.
- Keeps a superior officer advised of developments and performs other duties as assigned.

SECONDARY JOB FUNCTIONS:

- Performs other duties and responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates degree in law enforcement. Bachelor's degree is preferred.
- Must comply with the minimum selection standards set by the Minnesota Board of Peace Officers Standards and Training.

Certificates/Licenses Required:

- MN POST License.

- Valid Minnesota driver's license.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Employee reports to and receives direction from the Sergeants, Lieutenant and Police Chief.

Internal/External Contacts:

- Daily contact with all Police Departmental staff.
- Daily to weekly contact with the public, other Law Enforcement professionals, other city department staff, Citizen groups, businesses and organizations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of department policies, rules, regulations of state, and local laws and ordinances.
- Knowledge of the geography of Prior Lake, including the location of important buildings and the street system.
- Knowledge of modern police techniques, methods and procedures.
- Knowledge of current records requirements and efficient office practices.
- Knowledge of dispatch and radio functions.
- Knowledge of the geography of the City and areas requiring specialized attention.
- Knowledge of training techniques and material resources.
- Ability to maintain open communication lines among all department personnel.
- Ability to deal tactfully in all contacts: public, employee and suspect.
- Ability to use and maintain all department equipment and machinery.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of the citizens.
- Knowledge of rules of evidence, arrest, search and seizure.
- Knowledge of the functions and jurisdictions.
- Ability to cope with difficult situations and persons verbally, resorting to physical force only where absolutely necessary.
- Skill in the use and care of firearms and first aid practices.

WORK ENVIRONMENT:

- Work rotating shifts.
- Some exposure to outside and inclement weather.
- Potential exposure to hazardous materials.
- Potential exposure to blood pathogens if directly engaged in active police work.
- Potential exposure to MACE if directly engaged in active police work.
- Potential exposure to communicable diseases if directly engaged in active police work.
- Position demands driving in all conditions.
- Interaction with criminal element.
- Armed confrontation.
- Weapon responsibility.
- Life threatening situations.
- May occasionally deal with angry or upset citizens.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Involved in pursuit and apprehension.
- May be involved in high speed automobile chases.
- May need to chase suspects on foot over all types of terrain.

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- Ability to lift up to 50 pounds and pull up to 100 pounds to drag a human body of average weight.
- May be assigned to work a rotating schedule.
- Wear complete uniform, including gun belt.
- Use of different equipment as required for the job.
- Interaction with criminal element and may occasionally deal with angry or upset citizens.
- Armed confrontation and weapon responsibility.
- Life threatening situations.
- Occasionally involved in pursuit and apprehension.
- Use of different equipment as required on the job.
- The employee is frequently required to stand, walk and use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop/Cell Phone
- Computer
- Copier machine
- Weapon
- Equipment needed for Police Departmental work including police vehicle

ADDITIONAL INFORMATION:

- Starting hourly rate \$25.70.
- Application Deadline is 4:30 pm on July 19, 2017. Applicants must be MN POST licensed or eligible to be licensed by this date.

HOW TO APPLY:

1. Obtain the application from our website www.cityofpriorlake.com jobs page.
2. Email the completed application and any additional information to aschroeder@cityofpriorlake.com.

Non-Discrimination Policy

The City of Prior Lake 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.