

City of Brownton

Police Officer Job Description

Job Title: Police Officer

Supervisor: Police Chief, City Council

SCOPE OF WORK: Performs a wide variety of duties involving the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

DUTIES PERFORMED:

- Evaluate evidence, witnesses, and suspects in criminal cases to coordinate all aspects and to assess for trends, similarities, or for associations with other cases.
- Prepare and submit periodic reports to the police chief regarding the department's activities and prepares a variety of other reports as appropriate.
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.
- Patrol designated locations to deter or obstruct criminal activities
- Answer calls from citizens and respond to inquiries and distress situations
- Conduct traffic stops and inspect vehicles at check points
- Carry out raids and arrests of crime suspects
- Charge suspects in court when there is sufficient evidence
- Stand as expert witnesses in law courts when necessary
- Advise, educate and assist other law enforcement agents
- Advise and educate citizens of their rights and role in crime prevention
- Act as mediator in disputes between individuals or conflicting parties
- Maintain peace and orderliness in public gatherings like rallies, protests, and meetings
- Interview crime suspects and witnesses to obtain information relevant to crime investigation
- Document and record suspects' and witnesses' statements and confessions
- Obtain evidence from crime scenes as well as prepare and submit crime reports.
- Search for missing person(s) or item(s) and report findings.
- Attend conferences and meetings to keep abreast of current trends in the field; represent the city police department in a variety of local, county, state and other meetings.
- Cooperate with county, state and federal law enforcement officers as appropriate where activities of the police department are involved.
- Perform routine police work activities such as patrolling, ticketing and making arrests, reporting and ticketing for 1) blight, 2) unlicensed animals and 3) snowbirds, and maintaining the police squad car and all equipment.
- Manage and maintain equipment used in the functions of the department. Consult with Chief on proper course of action and plan accordingly.
- Perform other related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Skill in the use of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.

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- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Ability to meet the special requirements listed below.
- Advanced first aid, emergency medical responder, or EMT certified.
- Ability to meet department's physical standards.

MINIMUM QUALIFICATIONS:

- Minimum of high school diploma is mandatory. Mandatory training, on the job training:
- Physical Strength: The job involves chasing after suspects, controlling public behavior, and exerting force when necessary. A good stamina is needed for these activities
- Communication and interpersonal skills: A police officer needs be a good communicator. Also, a good relationship with members of the community will be useful during investigation
- Confidence, confidential and calm demeanor: These three traits are very essential of a police officer. He/she should exude calm and confident demeanor at all times. Also, witnesses will like to be assured of confidentiality when they grant interviews
- Emotionally mature and tact: He/she should be able to handle sensitive situations and know how to relate unpleasant news to people. In addition, a police officer must remain impartial when treating criminal cases no matter who is involved
- Perception and good judgment: A police officer must be able to reason logically and make valid conclusions about issues without be bias
- Police exam: To complete the recruitment process for this job, you will be required to take and pass a test.
- Minimum two-year degree in law enforcement.
- Licensed as a full-time Minnesota Peace Officer by POST Board.
- Two years full-time experience as a police officer.
- Valid Class C Minnesota driver's license.
- Attend semi-annual training to obtain a crisis response, conflict management and cultural diversity training credits.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun, taser, body camera and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal and squad computer including word processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk, run; use hands to finger, handle, or operate objects, controls, or tools as listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

Disclaimer: The duties listed above are intended only as illustrations of the various types of work performed. The omission of the 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 job 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 job change.

Updated 8/31/2021