

## **CITY OF BREEZY POINT**

## **Job Description**

<b>Title:</b> Police Officer	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Police	<b>Position Status:</b> Regular Full-Time
<b>Accountable To:</b> Police Chief	<b>Salary Grade:</b> 10
<b>Prepared By:</b> DDA Human Resources, Inc.	<b>Date:</b> <b>Revised Date:</b>

### **Job Summary:**

The Police Officer is responsible for the protection of life and property within the community through active patrol, crime prevention, administration of statutes and ordinances, traffic regulation and rendering aid at medical emergencies and accidents.

### **Scope of Responsibility:**

The Police Officer works with limited direct supervision and under the departmental policies established by the Police Chief. Makes field decisions within the limits of professional standards and department operating rules.

### **Essential Duties and Responsibilities:**

1. Actively patrols areas with the City and contract service areas to enforce traffic regulations, City Codes and State Statues.
  - Investigates complaints and violations when they are reported by citizens; gross misdemeanors and felony crimes.
  - Conducts traffic stops, issues warnings or citations for misdemeanor violations.
  - Detains and arrests violators when the magnitude of the offense and the evidence available justifies such action.
2. Maintains records of activities per professional and department policy.
  - Prepares daily logs of activities in a timely manner, providing sufficient details to support possible court appearances at later dates.
  - Obtains evidence and secures crime scenes using appropriate police procedures, including obtaining search warrants when necessary.
  - Safeguards evidence and maintain continuous chain of custody when evidence may be used for legal action.
  - Provides police reports to citizens involved in automobile accidents or property crimes.
3. Responds to medical emergencies within the community as a first responder.
  - Secures accident scenes and applies first aid to victims of trauma, seeking to stabilize them until medical personnel are available.
  - Responds to non-accident related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
  - Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.

4. Coordinates crime prevention efforts through public education, activities in schools and other civic involvement.
5. Engages in ongoing training and certification in matters of procedure, law and ethics.
  - Trains and prepares to respond to a mass casualty event.
  - Conducts firearms training and weapon maintenance.
  - Attends training for job skills.
  - Submits proper paperwork to State Board.
6. Performs other duties as assigned or apparent.

### **Minimum Qualifications:**

Qualifications include graduation from a two-year technical or college program and eligibility for licensing as a police officer and any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

### **Desirable Qualifications:**

Previous experience in corrections, police patrol or a closely related activity is preferred, but not required. Experience working with computer and software related to police work is preferred.

### **Physical Demands & Working Conditions:**

Work is both indoors and outdoors. Much of the workday is spent in a patrol vehicle. Work involves frequent entering and exiting the vehicle. Candidates must be able to climb ladders, walk or run on uneven surfaces and drag up to 185 pounds for a distance of 50 ft. Occasional lifting, pushing or pulling of weight over 60 pounds is required. The job requires qualification with a firearm. The job requires moderate attention to detail or deadlines between 45% and 70% of the time. Up to 15% of the time the officer may be exposed to extreme conditions involving weather and accident or crime scenes.

Often working in stressful situations due to emergencies. There is exposure to evidence of trauma, violence, and disturbing crimes. There is occasional exposure to evidence which may be hazardous. The employee must be able to exert self-control as members of the public may be difficult to deal with. The job involves dealing with and calming individuals who are emotionally charged over an issue.

**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.**