

# POLICE OFFICER

## City of COLERAINE

Approved by City Council: February 22,  
2021 City Council meeting

**Title:** Police Officer

**Department:** Police

**Immediate Supervisor's Title:** Chief of Police

### **Purpose**

Performs non-supervisory police and patrol work in support of law enforcement, crime prevention and investigation, emergency response, and public assistance activities. Responsible for minimal administrative functions; most time is spent patrolling and enforcing federal, state, and local laws to promote the health, safety, and welfare of the community.

### **Organization Relational Relationships**

Reports to: Chief of Police

Communicates with: *Internally* – part-time police officers, city attorney, other city employees as needed.

*Externally* – Bovey Police Department, Itasca County Sheriff's Office, other federal, state, and local law enforcement agencies, county attorney, probation officers, and other involved in law enforcement and court systems.

Supervises: None

Directs: Part-time officers

### **ESSENTIAL FUNCTIONS**

Duties shall include, but not be limited to:

Keeps Chief of Police informed of all important matters; provides some input on departmental policies and procedures.

Patrols community by car, on foot, or on bicycle to enforce traffic laws, other federal and state laws, and city ordinances; writes citations and makes arrests for violations as appropriate; and writes detailed reports; checks businesses for signs of vandalism or break-in.

Responds to emergency situations such as officer need help/medical emergencies/ fire calls/disasters/vehicle accidents/domestic and child abuse problems/fights/arson.

Conducts criminal investigations, under Chief's oversight, by taking statements, reviewing information, taking pictures and securing other evidence, and preparing written reports.

Attends court proceedings to serve as witness and present reports.

Maintains peace officer license through annual continuing education. Serves warrants, ex parte orders, eviction, subpoenas, orders to show cause, juvenile papers.

## **ESSENTIAL FUNCTIONS (cont.)**

Transports prisoners to and from appropriate facilities.

Maintains property rooms and applicable records under Chief's oversight.

Provides police/patrol services in accordance with current joint powers and mutual aid agreements; assists other law enforcement agencies in their crime prevention and investigation efforts.

Prepares incident, arrest, and investigative reports, preliminary criminal charges, and initial complaint reports.

Inspects and maintains vehicle and all personal and departmental equipment.

Participates in department's community education efforts including classes offered to students.

Performs various administrative tasks, as assigned by supervisor.

- Supports enforcement of city's blight ordinance; notes violations, sends out letters, coordinates with Planning and Zoning Commission.
- Assists with collection of bad checks: writes letter to concerned individuals and coordinates with contact in Sheriff's office.
- Issues parking tickets according to city ordinance: writes letter to individuals with unpaid tickets and determines when to forward to city attorney.

## **Other Duties and Responsibilities**

Performs other related duties as assigned or apparent.

## **Required Knowledge, Skills, and Abilities**

Knowledge, skill, and ability to effectively use personal and departmental equipment.

Knowledge of, and ability to follow, city and departmental policies, directives, and procedures.

Knowledge of city's infrastructure, superstructure, and geography (including Bovey and surrounding area).

Knowledge of basic medical and legal practices and terminology including court and jail procedures.

Skill in gathering appropriate information through interviewing victims, witnesses, and suspects and contacting other law enforcement agencies.

Skill in operating a police vehicle in all kinds of weather conditions and situations.

Skill in handling and discharging firearms and ensuring their proper use.

Skill in listening to and responding to residents' concerns and complaints.

Ability to use senses of light, hearing, smell, and touch.

Ability to use of several types of vision (far, near, depth, peripheral, and night).

Ability to exert considerable physical effort when required during calls for service or emergency situations (e.g. subduing others, transporting victims, etc.).

Ability to comprehend and apply federal, state, county, and city criminal, traffic, and other civil laws, particularly those which pertain to data privacy, arrest, and search and seizure.

Ability to work independently and interact with many diverse groups such as juveniles, other law enforcement professionals, elderly persons.



### **Required Knowledge, Skills, and Abilities (cont.)**

Ability to analyze problems/situations, use proper judgment, and take decisive and effective action.

Ability to prepare routine reports, case files, and correspondence.

Ability to communicate effectively, orally and in writing.

Ability to understand and follow the state's code of conduct.

### **MINIMUM QUALIFICATIONS**

Associate of Arts degree in law enforcement; valid Minnesota P.O.S.T. license; valid Minnesota driver license. Must meet all state-mandated certifications and medical requirements. ~~Must maintain first responder and CPR certification.~~

### **PREFERRED QUALIFICATIONS**

~~Maintain first responder and CPR certification.~~

### **Working Conditions**

Patrols/polices a community that includes a major highway, schools, a ski area, pit area, sewage plant, and beach front. Law enforcement coverage is also provided for the City of Bovey under a joint powers agreement. Works under conditions that frequently present hostile, even life-threatening, situations. Extended periods of sitting and standing while performing administrative duties as well as patrolling, which accomplished through use of a squad car, on foot, and on bike. While performing essential functions, incumbent is and may be occasionally exposed to irritants/fumes, hazardous chemicals, temperature extremes and more frequently infectious diseases, fire and smoke, and noise. Must be able to perform various motions such as bending, crouching pushing/pulling, lifting, twisting/turning. Running may be necessary to subdue suspects. Must be able to use full range of senses (all types of visions, hearing, touch, and smell) with the exception of ~~except for~~ taste.