

**CITY OF NEW YORK MILLS
POSITION DESCRIPTION**

POSITION TITLE: Patrol Officer
DEPARTMENT: Police
ACCOUNTABLE TO: Chief of Police

PRIMARY OBJECTIVE OF POSITION

Works a rotating shift performing police patrol, investigation, traffic regulation, and related law enforcement activities to protect life and property in the community through the enforcement of laws and ordinances, and through providing public service, community relations, and education.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED

None, may supervise part-timers or others as directed or assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Works on assigned shifts using own judgement in deciding course of action, being expected to handle difficult and emergency situations with or without assistance.

Conducts investigations and provides testimony regarding various crimes and cases as assigned.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Protects life, safeguards property and maintains the peace and order through the enforcement of laws and ordinances.

Operates an automobile for extended periods of time, in all environmental conditions, at high speeds, and in congested traffic; operates sirens, lights and radios while driving; enters and exits vehicle quickly when necessary.

Prepares a variety of reports and records including accident reports, traffic citations, reports of investigation, vehicle impoundment form, etc.

Maintains contact with police supervisory personnel to coordinate investigation activities, to provide mutual assistance during emergency situations and provides general information about department

activities.

OTHER RESPONSIBILITIES

May be assigned to specific duties such as Community Policing or investigative duties.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A) An A.A. or A.S. degree in police science, law enforcement, criminal justice or a closely related field.
- B) Must hold or be eligible to hold a Minnesota Peace Officers License.
- C) Any equivalent combination of education and relevant work experience.

Necessary Knowledge, Skills and Abilities

- A) Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment.
- B) Skill in operating listed tools and equipment.
- C) Ability to read items such as road signs, house numbers, and license plates day or night; ability to provide accurate detailed descriptions of persons, vehicles and objects; ability to recognize such events as cries for help, alarms, sirens, vehicles and breaking glass; ability to learn applicable laws, ordinances and department rules and regulations; ability to learn the City's geography; ability to perform work requiring good physical condition and sound judgment in decision making; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with employees, supervisors and the general public.

SPECIAL REQUIREMENTS

- A) Must be or be able to be Minnesota P.O.S.T. Board Certified.
- B) Must possess and maintain a valid drivers license.

TOOLS AND EQUIPMENT USED

Requires use of computer, video recorder, copy machine, fax machine, motor vehicle, radar gun, taser, handgun, video camera, squad car, first aid equipment, handcuffs, and a variety of other hand tools.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, run, climb or balance, stoop, kneel, crouch or crawl. Employee must occasionally lift and/or move up to 100 pounds. The employee frequently works in outside weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the environment is usually quiet but can be loud when out on a scene with sirens running.

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 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 the requirements of the job change.

Revised 11/06/2018