



CITY OF OSAKIS

Job Description



Position Title: Part-Time Patrol Officer

Department: Police

Accountable: Chief of Police

Position Summary:

To preserve law and order, to protect life and property, and to enforce laws and ordinances in a manner which will command public respect and confidence at all times.

Duties:

- ❖ Patrols assigned area in squad car or on foot, to preserve law and order, to protect life and property, and to enforce all laws and City Ordinances, and to facilitate traffic flow.
- ❖ Prepares reports covering investigations and other assignments in a concise but complete manner so that a proper record and basis for follow-up is assured. Investigates complaints concerning violations of City Ordinances, State and Federal laws, etc.....
- ❖ Interviews and /or investigates witnesses and suspects as appropriate. Collects and preserves evidence. Obtains signed statements where feasible and deems necessary support any potential legal action.
- ❖ Makes arrests and searches as required and safely transports prisoners as may be required in accordance with approved department policies. Books arrested persons for varied violations. Serves warrants or subpoenas as assigned.
- ❖ When so assigned, handles telephone or in-person complaints, inquires, etc....
- ❖ Handles traffic congestion problems within the City and directs traffic to relieve congestion. May assist with school safety patrol and elated matters. Checks security of business establishments and vacant residents. Checks public gathering places.
- ❖ Responds to all calls, administers first aid where appropriate, investigates traffic accidents, transports or arranges transportation to hospital as needed. Maintains order at accident or crime scenes. Calls for assistance as circumstances require.

- ❖ Reports, through the Chief, information to other City officials those matters coming to his/her attention in the course of official duties which may require action or attention on the part of other outside the Police Department.
- ❖ Consults, as may be necessary, with other officers, Chief, City Attorney, and/or County Attorney's office concerning investigations, searches, arrests, evidence, legal grievances and other matters for which guidance may be required.
- ❖ Recognizes opportunities to provide counsel, guidance and service to the public as a means of developing community understanding and cooperation (public relations) in matters related to safety of the police and effective law enforcement.
- ❖ Delivers official City communications. Cleans office are, performs minor squad maintenance. Performs other duties and assumes other responsibilities as need is apparent or as assigned.
- ❖ Works under the direct supervision of the Chief. Work involves an element of personal danger and officers must be able to act without direct supervision and to exercise independent discretion in meeting emergencies.
- ❖ In continuous contact with the general public under variety of circumstances requiring tact, diplomacy and good judgment.

Performance Criteria:

- ❖ Ability to meet all requirements established for a Patrol Officer position.
- ❖ Working knowledge of all State and Federal laws, City Ordinances and traffic laws and regulations related to law enforcement work.
- ❖ Thorough knowledge of approved department practices, procedures and techniques required in performing daily law enforcement and public safety duties.
- ❖ Working knowledge or rules of evidence, arrest, search and seizure to assure admissibility of evidence in court and to assure approved procedures are followed.
- ❖ Maintains basic first aid certification or better and capability to respond promptly and effectively in emergency situations.
- ❖ Ability to understand and carry out oral and written instructions and to prepare appropriate reports on all investigative work performed.
- ❖ Ability to deal in a courteous, tactful but firm, and business-like manner with offenders, suspects as well as the general public.
- ❖ Ability to command the respect of fellow officers and the general public at all times.
- ❖ Ability to perform strenuous duties and to use sound judgement in emergency situations which arise in day to day activities.
- ❖ Demonstrates, by example, the desired standards of the department for personal appearance and conduct.

Supervision:

None assigned. Operates under supervision of a licensed officer at all times. Supervision may be that of the County Sheriff's Department when Police Chief or regular Patrol Officer is not available.

Minimum Qualifications:

1. Must be a graduate of a recognized high school or possess an equivalent certificate.
2. Must be licensed, or be eligible to be licensed, by the State of Minnesota Post Board.
3. Must have part-time peace officers license.
4. Knowledge of criminology and of the social problems of communities.
5. Knowledge of the functions of Federal, State local jurisdictions and authorities as they relate to police work.
6. Ability to establish and maintain cooperative working relationships with City officials, other State and Federal authorities, and the public.
7. Must possess a valid State of Minnesota drivers license.