

City of Mountain Lake Job Description

Job Title: Police Officer

Department: Police Department

Supervisor: Police Chief

Classification: Full-Time, Union, Non-Exempt

Work Schedule

Hours worked will be set by the Police Chief to meet the needs of the department. Evening and weekend hours may be required. Hours of work are structured to meet service demands and the needs of the public.

Description of Work

Under general supervision of the Police Chief, this position is responsible for the enforcement of laws and ordinances, the protection of life and property in the City, and performing other related functions as assigned or apparent.

Essential Functions of the Job

- Enforcement of Laws and Ordinances. Patrols the community to prevent criminal activity, to detect and deter or apprehend individuals who threaten the public safety, peace or tranquility of the community and to detect, deter or apprehend individuals who threaten or carry out criminal acts. Patrols streets, highways and other public roadways within the community to prevent traffic violations and apprehend traffic violators. Assists other law enforcement departments with criminal and non-criminal incidents or complaints upon request. Assists with disabled vehicles, traffic accidents, questions from the public, and traffic direction. Notifies next of kin of victims involved in automobile accidents. Investigates all types of criminal activities, provides crime scene processing, and collects, identifies and properly marks all evidence at the crime scene. Determines whether an arrest should be made. Makes detailed records of cases and appears in court to testify on criminal actions and arrests. Responds to and acts upon domestic calls, silent alarm calls, auto theft reports, burglary reports, vandalism reports, child abuse and neglect reports, loud party complaints, bar fights, etc. Serves non-criminal court orders, commitment papers, and other civil process following the proper procedures.
- Works with administrators and staff of area schools to divert students from the criminal justice system.
- Works with community members to identify public safety issues, problems and concerns and to resolve the issues, problems and concerns using sound and ingenious methods of problem resolution.
- Develops and presents investigation reports to appropriate authorities.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.
- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, city officials, individuals from other organizations, and citizen customers.

Additional Functions of the Job

- Supervises personnel who are called to assist in emergency situations and operations of the local police reserve.
- Performs other related functions as assigned or apparent.

Required Knowledge and Abilities

- Ability to firmly, tactfully, and courteously handle situations with respect for the rights of others.

- Ability to maintain strict confidentiality.
- Ability to analyze situations quickly and objectively.
- Ability to read, understand, and interpret ordinances and laws.
- Ability to establish and maintain an effective working relationship.
- Ability to listen, comprehend and effectively communicate information both written and orally to all individuals.

Minimum Qualifications

- Associate of Arts degree in Law Enforcement Concentration.
- Possession of a POST license or be able to receive licensure.

Conditions of Employment

- Must comply with organizational and departmental policies.
- Must possess a valid Minnesota Driver License or the ability to obtain one within 30 days.
- Must satisfactorily complete background, drug and alcohol, physical and psychological evaluations.
- Must live within a ten (10) minute response time of Mt. Lake Police Station within three (3) months of hire

Physical Demands/Work Environment

- Requires incumbent to work inside, outside, in confined areas, on uneven ground, alone, with others, around others, and have contact with the public.
- Exposure to dust, dirt, fumes, gases, chemicals, or other substance(s), infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat/extreme heat, cold/extreme cold, wetness, humidity, and marked changes in temperature or humidity.
- Activities that occur frequently (from 4 to 7 hours) are: use of sight including: near vision, far vision, depth perception, accommodation, color vision; field of vision/peripheral vision; sitting; talking; hearing; smelling; and carrying up to 10 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are: use of fingers and hands for repetitive, non-repetitive, or consistent actions, such as: handling and fine manipulating; use of feet/foot for repetitive movements; standing and walking.
- Activities that occur infrequently (up to 60 minutes) are: use of both feet/foot for repetitive movements at the same time; reaching at, above and/or below shoulder level with both arms independently and/or together; sense of touch; kneeling; pushing; pulling; twisting; climbing; bending/ stooping; squatting; crawling; crouching; carrying up to 50 pounds and dragging 100 pounds.

Equipment

Equipment used to perform the job duties include: hand gun, impact weapon, ammunition, hand cuffs, deliberator, mace, radar, portable radio, mobile radio, telephone, fax machine, computer, copier and printer. This position requires the operation of automobile and other motorized vehicles.

Job Location

This position will be located at Mountain Lake City Hall and requires motorized travel within and outside of city limits.

The position 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.

The City of Mountain Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.