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CITY OF TWIN VALLEY
NORMAN COUNTY
TWIN VALLEY, MINNESOTA

POSITION TITLE: PATROL (PEACE) OFFICER
DEPARTMENT: POLICE
ACCOUNTABLE TO: CHIEF OF POLICE

Position Objective:

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.

Essential Functions:

Duties shall include, but not be limited to, the following areas:

1. Peacekeeping Duties

- * Patrols assigned area in squad car or on foot to preserve law and order, to protect life and property, 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 property 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 deemed necessary to support any potential legal action.
- * Books arrested persons for varied violations.
- * Makes arrests and searches as required and safely transports prisoners as may be required in accordance with approved department policies.
- * Investigates nuisance-type complaints and takes appropriate action to correct violations of City ordinances, issues citations, etc.
- * When so assigned, handles telephones or in-person complaints, inquires, etc.
- * Serves warrants or subpoenas as assigned.
- * Handles traffic problems with the City and directs traffic as requested for funeral services.
- * May assist with school safety patrol traffic and related matters.
- * Checks security of business establishments and vacant residences.
- * Checks public gathering places.
- * Patrols public dances as scheduled in the Twin Valley Community Center.

2. Citizen Response

- * Responds to all distress or emergency 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 such assistance as circumstances require.
- * Responds to Fire Department alarms.

3. Consultations/Cooperation

- * 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.
- * Participates with officers from other agencies on investigations or exchanges information on criminal activities in the area.
- * 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 others outside the Police Department.
- * 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 public and effective law enforcement.

4. Special Projects/Duties

- * Delivers official City communications.
- * Performs minor squad maintenance.
- * Performs other duties and assumes other responsibilities as need is apparent or as assigned.
- * Animal Control

Job Performance Criteria

- * Ability to meet all requirements established for a patrol Officer position.
- * Working knowledge of all State and Federal laws, department policy manual, 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 of rules of evidence, arrest, search, and seizure to ensure admissibility of evidence in court and to ensure approved procedures are followed.
- * Working knowledge of the functions and jurisdictions of the various County, State, and Federal law enforcement agencies.
- * Ability to use firearms and other types of police equipment available through the department in a safe and skilled manner.
- * Maintains advanced first aid certification 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 businesslike manner with offenders, suspects, as well as the general public.
- * Ability to command respect of fellow officers and the general public at all times.
- * Ability to perform strenuous duties and to use sound judgment in emergency situations, which arise in day-to-day activities.
- * Demonstrates by example the desired standards of the department for personal appearance and conduct.

Extent of Supervision of Guidance Provided

- * 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.

Responsibility for Public Contact

- * In continuous contact with the general public under a variety of circumstances requiring tact, diplomacy, and good judgment.

Job Requirements

- * U.S. citizen
- * 2-year A. A. degree, college, or technical
- * Minnesota POST licensed or eligible to be licensed
- * Must have a valid Minnesota Class C drivers license prior to employment
- * Speak fluent English
- * Must be able to respond to a call within 15 minutes.
- * Able to lift 100 lbs.
- * Able to run, jump, and climb steps
- * No color blindness
- * Eyesight correctable to 20/40
- * No felony convictions

Responsibility for Work of Others

- * May provide work direction to other officers in special circumstances or assist in training of new officers as assigned.

** All City employees must be aware of O.S.H.A. Safety Regulations as pertains to their department.