

CITY OF GAYLORD
POSITION DESCRIPTION

POSITION: Police Officer

COUNCIL APPROVED: June 7, 2000

REVISED: January 21, 2015

REPORTS TO: Chief of Police

STATUS: Grade 3 - FT, hourly wage, Non-Exempt

PURPOSE AND SCOPE

The primary purpose of the position is to provide for the protection of life and property through the enforcement of the law in a manner consistent with Federal and State law and municipal ordinances and according to the policies of the City of Gaylord.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The listed responsibilities may not include all duties performed by the individual in this position.

1. Patrol a specified beat on foot or in a patrol car to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.
2. Apprehend, cite or arrest law violators, prepare written reports of crimes and assist in prosecution of law violators.
3. Answer calls and complaints involving automobile, fires, rescue attempts and other accidents, conduct accident investigations. Provides first aid for injured persons, directs traffic and takes safeguards to prevent further accidents. Prepares reports on such situations.
4. Respond to all medical emergencies to provide assistance to the ambulance crew as needed and to provide first aid as appropriate.
5. Make arrests and issue citations for violations of Federal and State law or municipal ordinances.
6. Take fingerprints, obtain witnesses, gather and preserve evidence.
7. Report matters that require the attention of other municipal departments.
8. Answer questions and give directions, information or aid as requested by the public.
9. Check business places after closing hours.
10. Provide escorts for funerals, bank and fire trucks. An officer will direct traffic as necessary or required.
11. Provide services as required for high school activities and city functions, etc.
12. Conduct tours and make appearances for informative purposes at meetings as requested.
13. Provide evidence and testimony in court.
14. Prepare reports daily, as required, for accidents, investigations, missing persons, stolen autos, criminal histories, roster cards, violator's statements, supplementary and miscellaneous reports.
15. Interviews witnesses and victims; taking statements and interrogating suspects.
16. Locates and removes stray animals and eliminates nuisance animals in a safe manner.
17. Serve as a liaison to area businesses and apartment complexes.
18. Serve as school liaison officer as directed.
19. Assist other law enforcement agencies upon request.
20. Ensure maintenance of motor pool, as directed.
21. Serve as field training officer as directed.
22. Perform other duties as needed or required.
23. Ability to respond to calls from residence within 10 minutes from residence.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of safety and/or first aid measures.
2. Working knowledge of City programs, policies and operations.
3. Excellent verbal and written communication skills.
4. Knowledge of police procedures and techniques.
5. Proven ability to maintain confidentiality.
6. Skill in handling and discharging firearms in an efficient and safe manner.
7. Considerable ability to establish effective working relationships with City staff, elected officials, and the general public.
8. Adaptability, emotional maturity, objectivity, and skill in dealing with people are required.
9. Considerable ability to hear and speak when conversing in person or by telephone.
10. Knowledge of local, state and federal laws as they require to a law enforcement officer's job duties.

11. Ability to analyze situations quickly and determine appropriate action.
12. Considerable ability to read reports correspondence, computer screens and other documents.
13. Ability to operate and/or be qualified in the operation of firearms, patrol vehicle, testing equipment, radios, Teletype, and computerized information system.
14. Skill to expertly drive a motor vehicle, sometimes under adverse conditions and at high speeds.

MINIMUM REQUIREMENTS

1. Licensed by the P.O.S.T, or eligible to be licensed.
2. Must be certified in CPR, "BLS for the Professional Rescuer", and trained in first aid (may receive within 30 days of employment).
3. Must be certified as First Responder (may receive within 30 days of employment).
4. Earned post high school education in law enforcement.
5. Valid Minnesota Class "D" driver's license.

DESIRABLE QUALIFICATIONS

1. Previous experience as a full-time police officer.
2. Spanish speaking ability.
3. Minorities are encourage to apply

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description*, which includes the *Physical and Environmental Factors List* for the position. Furthermore, that a copy of this *Position Description* will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this *Position Description* shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

City Administrator

Date

Employee

Date