

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

POSITION: Police Officer (Full-Time)

DEPARTMENT: Police

POSITION SUMMARY

Performs general duty work within the Police Department. The primary objective is to protect the citizens of Eagle Lake through prevention and detection of crime by patrolling either on foot, bicycle or in a vehicle.

POSITION AUTHORITY

Works under the general and administrative direction of the Police Chief or Sergeant in the absence of the Police Chief.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Police Chief

SUPERVISES

Part-Time Officers when directed by the Police Chief.

EMPLOYEE CONTACTS

Works closely with Police Chief and other department employees. Works with City staff as needed.

OUTSIDE CONTACTS

Federal, State, County law enforcement personnel and related agencies; court and legal personnel and related agencies; media representatives and the general public.

RESPONSIBILITIES

- Assist in all public safety functions which include the Police Department and Civil Defense activities.
- When directed by the Police Chief supervise and assist part-time officers.

- Deter and detect unlawful activities by effective patrol of assigned areas. Seek abnormal conditions, inspect premises, check suspicious persons or vehicles and provide a visible law enforcement presence. Maintain lookout for wanted persons and property and maintain surveillance in problem areas.
- Respond to and handle calls and complaints. Summon medical help and provide first aid when necessary. Apprehend violators. Perform initial criminal investigation work including identifying evidence, questioning victims, and witnesses. Arrest and process suspects. Prepare evidence for court presentation and testify in court. Serve subpoenas as directed.
- Monitor and ensure proper flow of automobile traffic. Direct traffic as needed, report hazardous conditions, give warnings and issue citations. Enforce parking ordinances, report abandoned or damaged vehicles and assist stranded motorists.
- Investigate and prepare reports on traffic accidents. Gather evidence from driver, witnesses, and vehicle inspection. Prepare scale diagrams of the scene and prepare reports for police records, insurance investigations, court cases and coroners inquests.
- Maintain effective public relations, including answering questions, providing directions, providing prompt assistance when needed and participating in police public relation activities as directed.
- Perform required records and report work. Maintain log of activities, prepare case reports, record impounded property and prepare reports on traffic problems.
- Improve and maintain individual police skills, including participation in training, conferences and programs, learn effective use of equipment and investigative aids, and maintain skills with firearms.
- Participate in Towards Zero Death and other initiatives the department participates in.
- Report streetlight outages to administrative staff.
- Perform other related duties as directed.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

- Minimum: Associate of Arts or Associate of Science Degree in law enforcement; licensed or eligible to be licensed by the Minnesota P.O.S.T. Board

- Must possess and maintain, or be able to obtain by time of hire, a valid Class D Minnesota driver's license, certification in First Aid or as a First Responder and ability to meet department's physical and psychological standards.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable ability to deal with people with tact, patience and courtesy as well as with the necessary degree of firmness.
- Considerable knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Considerable knowledge of applicable state and federal laws, city ordinances and department rules and regulations.
- Considerable ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to perform work requiring good physical condition.
- Ability to communicate both effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Considerable skill in operating a police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, Breathalyzer, pager, first aid equipment, personal computer, and FAX machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is frequently required to sit,

talk, see and listen. The employee is occasionally required to stand, walk, run, use hands to finger, handle, or feel objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 requirements of the job change.

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