

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

Position	Supervisor	Department
Police Officer (Part-Time)	Police Chief	Police
FLSA Classification	Supervises	
Non-Exempt	None	

POSITION SUMMARY

Under the direct supervision of the Police Chief, the Police Officer protects the citizens of Eagle Lake through crime prevention and detection by patrolling on foot, bicycle or in a vehicle and builds police officer/resident relationships through positive interactions with community members.

RELATIONSHIPS

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.

ESSENTIAL FUNCTIONS

- Assist in all public safety functions which include the Police Department and Civil Defense activities.
- 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. Summons medical help and provide first aid when necessary. Apprehends 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, prompt assistance, 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.
- Reports streetlight outages to administrative staff.

ADDITIONAL FUNCTIONS

- Performs other related functions as assigned or apparent.
-

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

CONDITIONS OF EMPLOYMENT

- Must possess a valid driver's license and be able to drive within the State of Minnesota
- Must be certified in First Aid or as a First Responder.
- Must meet department's physical and psychological standards.
- Ability to work evening and weekend hours.
- Must satisfactorily complete a background examination physical examination and drug testing.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to city policy and the Minnesota Statutes.

NECESSARY KNOWLEDGE, SKILLS, AND EXPERIENCE

- 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 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 will encounter 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 outside in all types of 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.
-

JOB LOCATION/EQUIPMENT UTILIZED

Performs highly responsible 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.

HOURS OF WORK

Daytime hours are 8:00 a.m.-5:00 p.m., while the evening shift runs from 4:00 p.m.-3:30 a.m. The part-time officer position is a fill in position, working mainly evening and weekend shifts, but also occasionally filling in daytime shifts during the workweek when the chief is on vacation or at a training.

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.

Revised: July 2018