



CITY OF SPRING LAKE PARK JOB DESCRIPTION

JOB TITLE: Police Officer
DEPARTMENT: Police
REPORTS TO: Chief of Police and/or Supervisor
DATE: February 5, 2019

POSITION SUMMARY:

Under direction of the Chief of Police and under the supervision of the Patrol Sergeants, will enforce local, state and federal laws, protect life and property, conduct initial investigations, collect and preserve evidence, question witness, suspects or victims, and to render basic police services to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrol city streets enforcing state and local traffic laws.
2. Patrol city streets providing security to businesses and residents.
3. Facilitates the safe and expeditious movement of vehicular and pedestrian traffic.
4. Identify and arrest violators of any state or local laws.
5. Perform emergency medical services and assist upon the arrival of the paramedics.
6. Collects and preserves evidence located at crime scenes during the course of an initial investigation.
7. Giving testimony and/or submit evidence in court proceedings in order to secure justifiable prosecutions.
8. Make reasonable efforts to recover lost or stolen property, to identify its owner and to ensure its prompt return.

9. Performs initial investigation and as assigned or necessary follow-up on cases in terms of investigation as time allows.
10. Conducts interrogation of suspects and witnesses as part of overall patrol and investigative activities.
11. Makes written reports according to established department policies.
12. Keeps the Police Chief informed of any developments, which must be known to effectively manage overall department operations. Consults with the Police Chief, Sergeants, and fellow officers of the City or County Attorney on matters for which guidance might be required.
13. Reports to work as requested by the Chief of Police or designee in the event of a large scale or catastrophic event.
14. Perform all other duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to establish and maintain effective and harmonious working relationships with fellow employees, neighboring agencies, and the general public.
2. Ability to explain and demonstrate department programs, policies and procedures with clarity both orally and in writing.
3. Ability to physically respond to all types of calls for police service and provide the appropriate measure of physical force and/or assistance.
4. Ability to prepare clear and concise reports.
5. Thorough ability, knowledge, and experience in the operation of all mandated police equipment.
6. Will provide the described duty weapon and demonstrate the ability to qualify. **(Required duty weapon is a Glock .45 ACP with dual stack ammo capability)**
7. Will demonstrate the ability to qualify with other departmental weapons.

MINIMUM QUALIFICATIONS:

1. Must have successfully completed a written, oral, psychological, chemical and medical exam, as prescribed by the Chief of Police.
2. Must be licensed or eligible to be licensed by the MN Post Board.
3. Have and maintain a valid Minnesota driver's license.