

POLICE OFFICER APPLICATION FOR EMPLOYMENT



RETURN TO:
 City of Parkers Prairie
 102 N Otter Ave
 PO Box 70
 Parkers Prairie, MN 56361

Phone: (218) 338-4611
 Fax: (218) 338-5059
 Website: www.parkersprairie.net
 Email: pppd@midwestinfo.net

We welcome you as an applicant for employment. Your application will be considered with others. It is our policy to provide equality of opportunity in employment. This policy prohibits discrimination on the basis of race, color, creed, religion, natural origin, disability, public assistance, familial status, marital status, sex, age (18 and over), sexual orientation or criminal convictions which are not related to the position you are applying for. This policy applies to all full, part-time, temporary and seasonal employment.

ADA: If you require assistance in the application or selection process, please contact the City Administrator. Reasonable accommodations may be made to enable individuals with a disability to participate in applications testing.

VETERANS PREFERENCE: If you are claiming status as a Veteran, you will be required to bring proof (DD214) to any testing procedures you may be scheduled for. To expedite that process, you may submit copies of your documents with this application.

Last Name _____ First Name _____ Middle _____

Street Address _____

City _____ State _____ Zip _____ Phone No _____

Email Address _____

Are you over 18 years old? Yes No

If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal in accordance with Immigration Reform and Control Act of 1986.

FORMAL EDUCATION					
To receive credit for post-secondary education, you MUST submit a copy of your transcripts or diploma.					
Do you have a high school diploma or GED equivalency? Yes <input type="checkbox"/> No <input type="checkbox"/>					
College, University or Professional School (List All Undergraduate and Graduate Work) Name and Location	Total Months Attended	Total Credits Earned	Type of Degree AA, BS, MBA, etc.	Date Received or Anticipated	Major Field(s)
1.					
2.					
3.					
Business, Correspondence, Trade, Technical or Vocational School Name and Location	Total Months Attended	Certificate Received? Yes or No?	% of Coursework Completed	Program Title	
1.					
2.					
3.					
POST CERTIFICATION: Are you currently Minnesota P.O.S.T. Licensed or eligible for Minnesota P.O.S.T. licensing? (Please check one)					
<input type="checkbox"/> YES, I am currently licensed. Please indicate license # _____ Expiration _____					
<input type="checkbox"/> YES, I am eligible for P.O.S.T. licensing with a test date of _____ from the Minnesota P.O.S.T. Board.					
<input type="checkbox"/> NO, I am not licensed or not currently eligible for licensing.					

WORK EXPERIENCE

Provide a complete description of all qualifying experiences, paid and/or volunteer, starting with the most recent position held.

ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW.

Organization: _____		Address: _____	
Supervisor Name and Title: _____		Phone: _____	
Position Title: _____		May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Machines/equipment you used: _____		Dates Employed	
Number & Title(s) of people you supervised: _____		From: _____	To: _____
Reason for Leaving: _____		Month/Year _____	Month/Year _____
Major Activities/Duties Performed:		Hours/Week: _____	
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

Organization: _____		Address: _____	
Supervisor Name and Title: _____		Phone: _____	
Position Title: _____		May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Machines/equipment you used: _____		Dates Employed	
Number & Title(s) of people you supervised: _____		From: _____	To: _____
Reason for Leaving: _____		Month/Year _____	Month/Year _____
Major Activities/Duties Performed:		Hours/Week: _____	
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

Organization: _____	Address: _____
Supervisor Name and Title: _____	Phone: _____ May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Dates Employed From: _____ To: _____ Month/Year Month/Year Hours/Week: _____
Position Title: _____	
Machines/equipment you used: _____	
Number & Title(s) of people you supervised: _____	Reason for Leaving: _____
Major Activities/Duties Performed:	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

Organization: _____	Address: _____
Supervisor Name and Title: _____	Phone: _____ May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Dates Employed From: _____ To: _____ Month/Year Month/Year Hours/Week: _____
Position Title: _____	
Machines/equipment you used: _____	
Number & Title(s) of people you supervised: _____	Reason for Leaving: _____
Major Activities/Duties Performed:	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

Please describe your work history related to law enforcement.

Please describe your customer service work experience or any volunteer experience you had.

UNSALARIED EXPERIENCE

Volunteer Organization _____	Address _____
Position Held _____	Duties _____
Immediate Supervisor _____	Phone No _____ Hrs/Week _____
Dates of Participation _____	Skills Learned _____

UNSALARIED EXPERIENCE

Volunteer Organization _____	Address _____
Position Held _____	Duties _____
Immediate Supervisor _____	Phone No _____ Hrs/Week _____
Dates of Participation _____	Skills Learned _____

UNSALARIED EXPERIENCE

Volunteer Organization _____	Address _____
Position Held _____	Duties _____
Immediate Supervisor _____	Phone No _____ Hrs/Week _____
Dates of Participation _____	Skills Learned _____

This space can be used to add any additional information or to complete previous questions.

CONVICTION INFORMATION

All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

IMPORTANT FACTS CONCERNING INFORMATION ON YOUR APPLICATION

Minnesota Law affects you as an applicant with the City of Parkers Prairie. The following data is public information and is accessible to anyone: veteran's status, relevant test scores, rank on eligibility list, job history, education and training, and work availability. All other personally identifiable information is considered private, including but not limited to, your name, home address and phone number.

If you are selected as a finalist for a position, your name will become public information. You become a finalist if you are selected to be interviewed by the City of Parkers Prairie.

The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered.

If you are selected for employment with the City of Parkers Prairie, the following additional information about you will be public: your name; actual gross salary and salary range; actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration, such as expenses or mileage reimbursement, in addition to your salary, your job title; job description; training background; previous work experience, the dates of your first and last employment with the City of Parkers Prairie; the status of any complaints or charges against you while at work; the final outcome of any disciplinary action taken against you, and all supporting documentation about your

case; your badge number, if any; your city and county of residence; your work location and work telephone number; honors and awards; payroll timesheets and comparable data.

Anything not listed above which is placed in your application folder or your personal file (such as medical information, letters of recommendation, resumes, etc.) is made private information by law. For further information, refer to Minnesota Statute, Chapter 13.

In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the City of Parkers Prairie deems necessary to determine my fitness and eligibility, and I release and forever discharge the City of Parkers Prairie, its officers and employees from all claims for any damage or injury that I might sustain in said testing process.

Tennessee Warning: The purpose and intended use of the information requested on the application is to assist in determining your eligibility and suitability for the position for which you are applying. You may legally refuse to give the information. If you refuse to give the information, your application for employment may not be considered. Other persons or entities authorized to receive the information you supply, include but are not limited to: Staff of Parkers Prairie Police Department, Bureau of Criminal Apprehension, Driver's License Section, Auditors for the City of Parkers Prairie and other governmental agencies necessary to process your application.

APPLICANT'S STATEMENT

I hereby certify that all answers to the above questions are true and I agree and understand any false statements contained in this application (including failure to present the required proofs and any additional information required for Public Safety applicants) may be cause rejection of this application or termination of employment. I authorize the City of Parkers Prairie and agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. In accordance with Minnesota Data Practices Act (M.S. 15.165) I have been informed of and understand my rights as a subject of data.

Signature of Applicant

Date

VETERANS' PREFERENCE

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: COPY OF VETERANS' DD214 MUST BE ATTACHED (Veteran is defined by MN Statute 197.447)

You must submit a PHOTOCOPY of your DD214 or other military documents to substantiate information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, contact the Veterans' Service Office at (651) 430-6895.

The City of Parkers Prairie operates under a point preference system which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; fifteen (15) points are added if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or after having served the full period called or ordered for federal active duty and be a United States citizen or resident

alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted 5 points. Disabled veterans eligible for such preference may use the 5 points preference only for the first promotion after securing City employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

NAME (LAST)	(FIRST)	(MI)	PHONE NUMBER	POSITION APPLYING FOR
				Closing Date:
ADDRESS (STREET)	(CITY)	(STATE)	(ZIP)	ARE YOU A CITIZEN OR RESIDENT ALIEN?
				YES <input type="checkbox"/> NO <input type="checkbox"/>

VETERAN (10 points):

(DD214 or DD215 must be submitted to receive points.)

Honorably discharged veteran..... YES NO

DISABLED VETERAN (15 points):

(DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

Percent of Disability: _____%

Have you ever been promoted in City of Parkers Prairie employment?..... YES NO

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

(DD214 or DD215, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Date of Death: _____ Have you remarried?..... YES NO

SPOUSE OF DISABLED VETERAN (15 points):

(DD214 or DD215 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

How does the Veteran's disability prevent performance of a stated job "requirement". Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the Veterans' preference verification documents and submit them to the City of Parkers Prairie by the required application deadline date.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by MN Statute 197.477, and to certain spouses of deceased or disabled veterans subject to the provisions of MN Statute 197.477 and 197.455.

The veteran must:

- a) Be a U.S. citizen or resident alien,
- b) Have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. Served on active duty for at least 181 consecutive days, or
 - ii. Have been discharged by reason of service connected disability, or
 - iii. Have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. Certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1.) Attach a copy of the DD214 or DD215. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
(DD214 "Member-1" copy will not be accepted)
- 2.) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as an result of, active duty for training purposes does not qualify for disabled veteran preference per MN Statutes 197.455 and 197.447.
- 3.) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215, USDVA verification that the veteran died on or as a veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Parkers Prairie. Please contact our office at 219-338-4611 or your local County Veteran' Service Office, if you have any questions regarding veterans' preference in public employment.

NOTICE TO JOB CANDIDATES – THIS INFORMATION IS VOLUNTARY

Civil Service Rule V allows for “expanded certification” of women and/or racial minorities under certain circumstances. This means that, in addition to the top three candidates historically considered for a vacancy, the Board may include up to two eligible candidates from each protected group that a disparity exists. To be considered, the candidate must score in the top 2/3 of those successfully completing the examination.

If you would like to claim protected class status as a female or racial minority, please indicate below and sign this form. The information is confidential and will be separated from your employment application, but will be used for record keeping purposes in the event you are eligible for the expanded certification allowance.

Protected Class:

- Female**
- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

Name: _____
(Please Print Name)

Position Applied For: _____

Signature: _____ Date: _____

Police Officer Supplemental Questionnaire

1. The following supplemental information may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided in your application and resume. You must be honest and accurate in answering the supplemental questions and do not type "see resume". You may also be asked to demonstrate your knowledge and skills in a work sample or during an interview for this position. By completing this supplemental questionnaire you are attesting that the information you have provided is true and accurate. Information provided may be reviewed by the hiring manager. Any misstatements or falsification of information will eliminate you from consideration or may result in dismissal. Do you understand and agree with this statement?
 Yes
 No
2. Have you ever been denied employment in a law enforcement related position based on the findings of a background investigation?
 Yes
 No
3. MN STAT 626.87 and MN RULES 6700.0700 precludes certain individuals from licensure if convicted of any felony as an adult. Have you been convicted of a felony since you became 18 years old?
 Yes
 No
4. MN STAT 626.87 and MN RULES 6700.0700 precludes certain individuals from licensure if convicted for any of the following crimes. Please indicate if you have been convicted of any of the following. (Select all that apply).
 609.224 Assault in the fifth degree
 609.2242 Domestic Assault
 609.231 Mistreatment of residents or patients
 609.2325 Criminal Abuse (vulnerable adult)
 609.233 Criminal Neglect (vulnerable adult)
 609.2335 Financial Exploitation (vulnerable adult)
 Not Applicable
5. Have you been convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under MN STAT 152.18, or any similar law of another state or federal law?
 Yes
 No
6. If you indicated in any of the preceding questions that you have received a conviction or convictions, please indicate the nature, date and location of the offense or offenses, the disposition, as well as the terms of any probation requirements that you are under or have successfully completed. If you have not received a conviction or convictions, type "N/A". Note: if offered this position, you will be subject to a thorough background pursuant to MN STAT 626.87 and MN RULES 6700.0700.

7. Which of the following best describes your experience as a **fulltime sworn law enforcement officer**, *since 2008*?
- Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - 5 years+
 - N/A – none: my employment experience as a fulltime sworn law enforcement office was prior to 2008
 - N/A – I do not have any employment experience as a fulltime sworn law enforcement officer
8. Which of the following best describes your **active duty military police** experience, *since 2008*?
- Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - 5 years+
 - N/A – none: my employment experience as military police was prior to 2008
 - N/A – I do not have any employment experience as military police
9. Which of the following best describes your **active duty military** experience, other than military police experience, *since 2008*?
- Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - 5 years+
 - N/A – none: my active duty military experience, other than military police, was prior to 2008
 - N/A – I do not have any active duty military experience
10. Which of the following best describes your public contact/face to face customer service related experience, other than police experience, *since 2008*?
- Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - 5 years+
 - N/A – none: my customer service experience, other than police officer experience, was prior to 2008
 - N/A – I do not have any public contact/customer service experience
11. Which of the following best describes your **public safety related** experience in corrections, park ranger, security guard or working in a locked facility, *since 2008*?
- Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - 5 years
 - N/A – none: my experience was prior to 2008
 - N/A – I do not have any public safety related experience as described above

12. Have you had an internship in the public safety field?

- Yes
- No

13. Have you worked, or are currently working as a Community Service Officer?

- Yes
- No

If yes, at Parkers Prairie Police Department?

- Yes
- No

14. Have you been, or currently are involved with the Police Reserve program as a Reserve Officer?

- Yes
- No

Name

Date



GENERAL AUTHORIZATION AND RELEASE

TYPE I

Pursuant to MN Statute 13.05 subd. 4

Minnesota Data Practices Act

To: _____

I, _____, do hereby authorize and grant my informed consent to permit you, _____, to release to and make available to the City of Parkers Prairie and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I hereby authorize to be released consists of private data, as defined by M.S. 13.02 Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your agents and representatives. The information for which release is authorized includes all data which has been collected, created, received, retained or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the City of Parkers Prairie to have access to this information is to determine my suitability for employment with the Parkers Prairie Police Department. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment with the Parkers Prairie Police Department, including verification of my records and analysis by consultants to the City of Parkers Prairie who may review my suitability for employment.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the department or to you of that fact.

Signature

Date

POLICE OFFICER

Job Description

January 2018

I. IDENTIFYING INFORMATION

JOB TITLE:	Police Officer	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	Police Chief	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Police Chief	PAY GRADE:	8
DEPARTMENT:	Police	WORK SCHEDULE:	Per Supervisor
WORK LOCATIONS:	City Hall, Squad Vehicle, & Community		

II. PURPOSE STATEMENT

Serves as a sworn member of City's police department to dutifully protect life and property through the responsible performance of a diverse array of patrol and police functions. Responds to calls for service and provides emergency & public assistance. Enforces state laws and city ordinances as well as county ordinances and federal laws. Conducts investigations according to incumbent's training and experience as well as position's level of authority. Works with other city police and county sheriff's department according to mutual aid agreements or directives from the City Council or Police Chief.

The incumbent typically works as generalist with a focus on patrolling during which s/he may encounter and respond to: arguments/disputes/fights, prowler/trespassers, disorderly conduct & public nuisances, intoxicated persons, and violations involving use of controlled substances. Performs additional or special duties as assigned by the Chief.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Police Chief
Works closely with:	City office and public works staff, city and county attorneys
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers, including Fire
<i>Externally:</i>	Ottertail County 911 Dispatch Centers, surrounding city police departments, Ottertail County Sheriffs' department and county social services; area hospitals, clinics, and detox centers; Minnesota State Patrol and various federal/state/area public agencies; city schools and businesses, various civic/community organizations and groups; and city residents, visitors, and tourists
Supervises:	None

IV. DELEGATION OF AUTHORITY

Based on state statute, city policies, and management's direction the incumbent has the authority to personally enforce laws and ordinances, execute a variety of court warrants/orders, and conduct investigations commensurate with the individual's training & experience and according to the Chief's direction and oversight. As the employee develops his/her knowledge base and skill sets on-the-job training, mandatory continuing education, and specialized training are critical for the employee's performance and development. At full-performance level the employee works with a high degree of independence, initiative, and proficiency.

POLICE OFFICER

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

1. **Keeps Supervisor informed of all appropriate department matters.**
2. **Performs duties and responsibilities related to Patrol, Call Response, & Emergency Response**
 - Operates police vehicles for routine patrol, call response, and in response to emergency situations. Conducts foot patrols as appropriate for active patrolling.
 - Identifies potential physical and safety hazards if *observed* during patrols; inspects hazard if on city-owned property and reports to public works or administrative staff or appropriate business/property owner; and investigates any *observed* or *reported* public nuisances.
 - Monitors any *observed* severe storm or weather activity during shift and notifies 911 Dispatch of noteworthy conditions.
 - Responds to routine and urgent calls for service including: all types of alarms, disturbances and other potentially illegal behaviors/activities; reports of missing/found/endangered persons; and welfare & safety checks. Takes appropriate action(s) including arrests/detentions, referrals to social services, and mental health transports.
 - Responds to emergencies: provides—commensurate with training & experience—emergency medical service at accident and crime scenes or assists fire/rescue/ambulance personnel as requested; establishes a safety/security perimeter if possible; and controls crowd/onlookers and directs traffic.
 - Responds to requests from public: provides information to residents and tourists; provides assistance to disabled motorists; and provides other assistance according to department policy.
3. **Performs duties and responsibilities related to Community Policing & Active Police Coverage**
 - Investigates suspicious circumstances and activities; stops & interviews suspicious persons; and intervenes in observed dangerous, suspicious or criminal activities.
 - Enforces traffic laws of the State of Minnesota and ordinances of the City of Parkers Prairie; issues citations or warnings for moving, mechanical & safety violations; maintains stationary and moving radar surveillance; and conducts traffic/seatbelt surveys as assigned.
 - Provides a police presence during city events and, as directed, observes demonstrations, protests, & picket lines. Acts if necessary to preserve the peace, protect property, and enforce the law.
 - Apprehends and arrests suspected law violators: places individuals under arrest using approved protocol and procedures (e.g. advises of rights, questions, searches, etc.) and transports to detention center or other appropriate facility.
 - Administers Blood Alcohol test for DPS/DVS notification, if certified to do so, or finds certified officer to administer the test.
 - Executes a variety of court orders including HROs and OFPs; participates in raids and search warrant executions; performs stakeouts, surveillance of persons or places; and initiates a variety of investigations.
 - Issues citations for parking violations, follows up on habitual violators, and enforces animal complaints.
4. **Performs duties and responsibilities related to Investigations & Court Proceedings**
 - Investigates all alleged criminal behavior based on personal observations and complaints or as directed by Police Chief.
 - Conducts preliminary crime and accident investigations: secures crime or accident scene; surveys scene for witnesses, interviewing witnesses and victims and obtaining information on suspects; and searches area for physical evidence, gathering and preserving evidence through established department procedures. Works with city and county attorneys as well as other law enforcement staff.
 - Using approved techniques interrogates suspects, obtaining statements and confessions.

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V. ESSENTIAL FUNCTIONS (cont.)

5. Performs duties and responsibilities related to Investigations & Court Proceedings (cont.)

- Prepares incident/accident reports, citations, affidavits and other legal documents, memoranda and other correspondence; prepares for court testimony; and testifies as witness in criminal and civil proceedings. Works with prosecuting attorneys.
- Performs follow-up crime and accident investigations, assisting Police Chief or other agencies as assigned.
- Maintains and organizes evidence/property room and assists with the proper disposition of evidence (destruction/transfer/etc.) and sale/auction of seized property.
- Investigates and arranges for removal of abandoned/stolen vehicles and property.

6. Performs duties and responsibilities related to Equipment Care & Maintenance

- Performs operator-level checks and services on patrol vehicle, keeping it clean and orderly.
- Inspects vehicles and other equipment, reporting deficiencies and needed repairs to Supervisor.
- Inspects and cleans handgun, firearms and other weapons, keeping them in proper working order.
- Inspects duty belt, ensuring it is properly equipped per Supervisor's guidance.

7. Performs duties and responsibilities related to Training, Paperwork and Recordkeeping

- Participates in departmental and outside training to maintain knowledge, skills and abilities necessary to perform duties. Maintains Minnesota POST license and a good driving record.
- Attends and conducts specialized training as approved by the Chief.
- Completes routine and other paperwork critical to essential duties and properly maintains official records and other files/documents.
- Performs clerical tasks within the office, including filing, data entry/retrieval, and answering phone.

VI. OTHER DUTIES & RESPONSIBILITIES

- Works shifts as school liaison as scheduled by Police Chief.
- Performs additional or special duties as assigned by Police Chief.
- Performs other related work as apparent or assigned by Supervisor.

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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ City and department policies & procedures as well as the Chief's directives ▪ City's and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infra- & super-structure ▪ applicable federal & state laws and city & county ordinances ▪ office automation and other technologies useful for patrol/police duties ▪ investigative techniques and procedures ▪ relevant medical & legal terminology and court rules & procedures ▪ first aid, CPR, and other first responder procedures 	<ul style="list-style-type: none"> ▪ using personal and departmental equipment including firearms & other weapons ▪ analyzing problems/situations, taking decisive and effective action, and using proper procedures ▪ communicating, both verbally and in writing to include analyzing data, preparing reports and providing/presenting reliable information ▪ using an appropriate degree of tact, persuasion, conflict resolution/mediation, and intervention depending on the situation ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ using information technologies to increase work productivity ▪ interviewing and conducting various types of investigations ▪ speak and write effectively in English ▪ interacting with diverse individuals including adolescents/juveniles, the mentally ill, and elderly 	<ul style="list-style-type: none"> ▪ follow department's and City's code of conduct ▪ attend mandatory and other training and satisfy learning objectives ▪ keep current on law enforcement, criminal justice, & policing fields and related issues ▪ work independently and perform duties with consistency and uniformity ▪ handle not public data and other sensitive information IAW state statute and City/department policy ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ work beyond normal works hours as well as evenings, weekends and holidays ▪ cope with the mental stress and physical demands of the position including emergency situations ▪ maintain fitness for duty in all essential aspects of position ▪ maintain appearance IAW City/department standards interact with diverse individuals

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Squad car/vehicle, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, taser, mace, side handle baton, handcuffs, cameras/recording/A-V equipment, intoxilizer & portable breath tester, medical equipment, investigative equipment, computer and office equipment, phone, and other personal and departmental equipment.

Standard Duty Uniform and Personal Protective Equipment include: Department-approved Uniform & Equipment; Collar Brass and approved Tie; Name Plate; Approved Pants; Footwear; Body Armor Vest; Jacket; Duty Belt, equipped; other Safety Equipment (in vehicle); other Personal Protective Equipment (as needed)

POLICE OFFICER

IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.
An equivalent combination of education and experience may be considered during the hiring process.*

1. Associate's degree in law enforcement, criminal justice, or related program.
2. Licensed as a peace officer with Minnesota POST Board or eligible to be licensed (at time of appointment).
3. Valid Minnesota Class D driver's license with current EVOC card/certificate (or ability to obtain within employer's specified time-frame).
4. Certification as First Responder (First Aid and CPR).

X. MINIMUM SELECTION STANDARDS (not all-inclusive)

Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.

1. Must be a United States citizen.
2. Must not have a felony conviction (as defined in Minnesota) and must not be required to register as a predatory offender (under applicable state law).
3. Must complete a comprehensive written application and successfully complete an oral examination or interview conducted by the City.
4. Must submit to and successfully pass a thorough background search, physical strength and agility test, psychological evaluation, and medical examination as approved by Minnesota POST and the City.
5. Must meet all other state requirements and City minimum hiring standards.

XI. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- ❖ None.

XII. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Work involves an element of personal danger and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with, and detaining/arresting people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.

Must be able to respond to urgent and emergency situations.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk-Treasurer.)