



**CITY OF LONG PRAIRIE
POSITION DESCRIPTION**

POSITION TITLE:	Police Officer		
DEPARTMENT:	Police	FLSA Status:	Non-Exempt
REPORTS TO:	Chief of Police & Police Sergeant		

Nature and Purpose of Position

The Police Officer is responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances. Provides primary police protection by active patrol of the City.

Core Competencies

- Work effectively as an employee of the City of Long Prairie and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary knowledge, skills, and abilities to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City’s safety rules and procedures.
- Whether on or off duty, should not exhibit any conduct which discredits themselves or this office, or otherwise impairs their ability or that of other officers or this agency to provide services to the community

Essential Functions of the Position

The essential functions of the position include, but are not limited to, the following:

- ❖ Enforces laws, statutes and City ordinances.
- ❖ Performs investigations in criminal matters.
- ❖ Apprehends, detains suspects and violators.
- ❖ Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies.
- ❖ Investigates complaints involving violation of state and federal laws and City ordinances.
- ❖ Patrol’s streets and highways, residential and business areas and buildings to prevent and protect against criminal activities.
- ❖ Participates in crime prevention, community policing and neighborhood watch activities.
- ❖ Takes crime reports from citizens and files reports and logs.

- ❖ Investigates traffic accidents, including preparing reports and gathering evidence.
- ❖ May perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, DARE officer, crime prevention training, evidence officer, use of forces officer, etc.
- ❖ Ensures proper maintenance and safe operation of all vehicles and equipment.
- ❖ Performs other duties as apparent or assigned.

Specifications

EDUCATION AND EXPERIENCE

- ❖ Associate degree (A. A.) in criminal justice.

LANGUAGE SKILLS

- ❖ Ability to communicate effectively in both written and oral form.
- ❖ Ability to prepare effective and complete reports, correspondence and documents as required.
- ❖ Ability to hear, read, understand and carry out oral and written instructions.
- ❖ Ability to give verbal presentations and speeches to various community and school groups.
- ❖ Ability to read and understand state and federal laws and City ordinances, state and Department reporting forms, and Department policies.
- ❖ Ability to speak Spanish is desired

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state and federal laws, City ordinances and traffic laws and regulations.
- Knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.
- Knowledge of rules of evidence, arrest, search and seizure.
- Knowledge of first aid and ability to apply first aid promptly in emergency situations.
- Proficiency in the use of firearms.
- Proficiency in the operation of emergency vehicles.
- General knowledge of computer operations and software programs.
- Ability to operate law enforcement equipment including traffic radar, intoxilyzer, camera, fingerprint equipment and multi-channel radio equipment.
- The ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
- Ability to exercise independent judgment.
- Ability to quickly process information and make decisions.
- Ability to effectively resolve conflicts.

CERTIFICATES, LICENSES AND REGISTRATIONS

- ❖ Valid Minnesota Police Officer License or eligibility to be licensed.
- ❖ Valid Minnesota Class D Driver's License or eligibility to be licensed.
- ❖ Certificate First Responder

MATHEMATICAL SKILLS

- ❖ Skilled in performing mathematical calculations specific to job duties.

Physical Requirements/Work Environment

PHYSICAL DEMANDS:

- ❖ The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- ❖ While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- ❖ Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision, and depth perception.
- ❖ The noise level in the work environment is usually moderate.
- ❖ The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift in excess of 100 pounds.

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.