

City of Isle

Job Description

POSITION TITLE:	Police Officer
DEPARTMENT:	Police Department
SUPERVISION RECEIVED:	Police Chief, Liaisons & HR Manager
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time, Exempt
UNION STATUS:	Yes – LELS Represent
STARTING WAGE:	\$17-19 DOE + MNPERAPD

Date of council approval: May 11, 2021

Position Summary:

This position is in place to assist in the preservation of law and order and to protect life and property. It exists to enforce laws and ordinances in a manner which will command respect and confidence for the department under the direction of the Police Chief and City Council.

Essential Functions of the Position

The listed examples may not include all duties performed.

1. Law Enforcement:

Responsible for public safety and law enforcement through active patrolling in squad car and on foot to detect and deter criminal activity. Reduce or prevent acts of crime to protect peace and public safety in the community. Monitors traffic for the detection of problems, prevention of violations, or apprehension of violators and to maintain safety. Assist with other community events as planned and needed. Enforces City ordinances, attends court duties, and conducts animal control.

2. Process:

Uses judgment in determining actions in arrests, use of force, and civil rights. Adheres to proper procedures and policies concerning confidentiality and employs tact and compassion in dealing with the public. Utilizes approved methods of investigation, evidence collection, marking, and processing. Makes detailed records and reports of incidences and cases for the department and court system. Ability to hear, read, comprehend, and carry out instructions in policies, ordinances, and laws. Use of computers, radios, recording devices, and phones.

3. Community:

Assists Fire, Ambulance, and Civil Defense when needed. Effective and respectful communications and interactions with organizations and citizens. Works with schools, other organizations and community members to identify and mitigate public safety issues. Assists with disabled vehicles, questions from the public and traffic direction. Investigates accidents, is trained in first aid and procedures to assist and report accidents. Notifies next of kin of victims. Responds to various complaint calls and acts upon them.

4. Department Support:

Suggestions for inventory, procurement, and maintenance of supplies and equipment. Takes part in light service, upkeep, and the daily operations of the department vehicle and is conscientious in the maintenance and operation of equipment. Assists other law enforcement departments with criminal and non-criminal incidents or complaints upon request. Attendance during scheduled work hours call outs and on-call as needed.

Examples of Performance Criteria

- Ability to read and understand City, State and Federal laws
- Ability to analyze situations quickly and objectively
- Willingness to handle situations respectfully and firmly and observe confidentiality
- Knowledge of rules of evidence, arrest, search and seizure
- Shows strong communication and people skills with a wide range of individuals
- Knowledge of appropriate use of police vehicles, radar and related equipment
- Proficiency in the use of force and self defense
- Observable knowledge and abilities acquired through experience on the force

Minimum Requirements

- P.O.S.T. license eligible.
- A.A. degree in law enforcement field.
- Thorough knowledge of State and Federal laws, City ordinances, and traffic laws and regulations
- Valid Minnesota Class D Drivers License with no disqualifying convictions
- First Aid or First Responder certification

Desirable Qualifications

- Additional ability, training, and/or experience in law enforcement
- Additional training, experience, or ability in use of force and self defense
- Training / education in advanced first aid, substance abuse and domestic counseling
- History of safe work habits and clean driving record

Conditions of Employment

- Must comply with organizational and departmental policies
- Physical and psychological evaluation – at city council’s discretion
- Background Check – at City Council’s discretion
- Maintain training to meet POST Board requirements

Special Working Conditions

Possible exposure to hazards including weapons, animals, violent individuals, and hazardous substances and driving conditions. Ability to work outdoors in all weather conditions including extremes of heat and cold while in uniform. Work is light to medium, involving walking, standing, sitting, and lifting and carrying objects. Duties require manual dexterity, motor coordination, reaching with hands & arms, ability to climb and balance, and stoop or kneel. Assignments may require mental and visual acuity and ability to hear. Noise level is usually low, but varies greatly depending upon the nature of work being undertaken. Flexibility to work a varied schedule, respond to calls, and cover rotating weekend shifts.

The work environment and physical demands 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.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.