

# BREITUNG POLICE DEPARTMENT

**Job Title:** Part-time Patrol Officer

**Accountable to:** Chief of Police and Lieutenant.

**Purpose of the Job:**

Ensure a safe environment for the community and enforce the laws as required and taking preventative action wherever possible.

**Major Responsibilities:**

1. Patrol area and provide traffic control as necessary.
    - a. Performs routine patrol of all residential and commercial areas and maintains visibility.
    - b. Identifies and patrols problem areas.
    - c. Check suspicious activities, actively seeks wanted persons or property.
    - d. Recognizes and stops traffic law violators, Issues warning and citations.
    - e. Keeps situation requiring assistance under control until help arrives.
  2. Responds to calls for help.
    - a. Promptly answers dispatch and goes to the call.
    - b. Makes initial assessment, deals with surprises and evaluates the situation as more information becomes apparent.
    - c. Controls the scene and requests assistance if needed.
    - d. Properly secures suspects and makes arrests if needed.
    - e. Recognize physical evidence and acts to preserve and collect it.
    - f. Coordinates with other Township/City Services (ex: Fire Department, Ambulance) with jurisdictions (ex: Sheriff's Office, State Patrol, BIA, DNR, etc.) for effective response and follow up.
  3. Prepares reports and investigates crimes.
    - a. Reports promptly on calls and arrests.
    - b. Investigate all offenses, both preliminary and follow up and prepares reports, obtain statements, testify in court (when called)
    - c. Assists Chief and Lieutenant as directed.
    - d. Conducts other duties as assigned.
  4. Maintains effective public relations.
    - a. Explains relevant laws and law enforcement procedures for public understanding.
    - b. Receives citizens' complaints and attempts to resolve.
    - c. Establish and maintain contact with local business owners and managers.
    - d. Answers questions of the public and provides general assistance (ex; out of gas, locked car, lost pet)
    - e. Participates in education crime prevention.
  5. Maintain personal preparedness at all times.
    - a. Maintains the required level of skill in the use of firearms and other equipment.
    - b. Maintains personal equipment and ensures the patrol car is fully equipped and in good operating condition.
    - c. Remains physically fit, for the purpose of meeting emergencies with speed and agility.
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- d. Remains alert to position and activity of other officers on patrol (ex: when extra officers are out)
- 6. Actively works to increase knowledge and skill.
  - a. Stays current with developmental changes in police tactics, procedure, laws and ordinances while and in addition to meeting POST approved training requirements.
  - b. Actively observes and learns from senior officers.
  - c. Knows and stays current with departmental policies and adheres to them.
  - d. Works to develop an area of specialization overtime.
- 7. Assists with training new officers and community projects.
  - a. Train new officers (when assigned)
  - b. Participates in community projects (when assigned)
- 8. Monitors vehicle.
  - a. Maintenance of vehicle (oil change, tire condition etc.) notify supervisor of problems.
  - b. Repair of vehicle (report problems with vehicle)
  - c. Keep vehicle clean (washed, interior free of debris)

**Qualifications:**

- 1. Must be licensed or "eligible to be licensed" as a Peace Officer as defined by the Minnesota Peace Officers Standards and Training.
- 2. Must possess a valid driver's license.
- 3. Excellent communication and negotiation skills for working with the public under frequently unpleasant circumstances and negotiating for compliance when possible.
- 4. Demonstrated willingness to continue learning and adapting to the requirements of the community.

**Typical Work hours:**

- 1. Varied work hours and on call.

**Working Conditions:**

- 1. Position requires long hours of concentration in both the squad car and in the office type setting. There must also be careful attention to detail and accuracy.
- 2. The employee is required to walk and reach objects with hands and arms
- 3. The employee is occasionally required to stand, run, bend, jump, clime or balance and stoop, kneel, crouch and crawl.
- 4. The employee must occasionally lift and/or move more than 100 pounds and frequently lift and carry 50 pounds or more. This may be necessary during a physical struggle with others or to lift and move others who are incapacitated.
- 5. Specific Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Working Environment:**

- 1. Position faces unknown hazards from people, the environment and from driving a vehicle at high speeds.
- 2. Hazards are occasionally life threatening and require careful application of training and good sense.

3. Employee is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, outside, weather conditions, and hazardous materials including the threat of a contagious disease.