

**City of Lewiston, Minnesota**  
**POSITION DESCRIPTION**

**Title:** Police Officer  
**Reports to:** Police Chief  
**FLSA Status:** Non-Exempt

**POSITION PURPOSE:** To keep the peace through active, effective and consistent enforcement of applicable City, State and Federal laws. To quickly answer calls for assistance; contain and resolve disputes; minimize situational risks; and take any additional appropriate actions that protect and serve the community.

**POSITION RESPONSIBILITIES AND TASKS:**

- Develops and maintains a good working knowledge of all applicable City and department policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.
- Develops respectful and cooperative relationships with co-workers, the public, and surrounding law enforcement agencies which helps establish and maintain Lewiston's reputation as a well-managed City.
- Confers regularly with the supervisor to decide the timing and priority of work to be accomplished in addition to patrol duty; keeps the supervisor informed of all important matters.
- Enforces and helps educate citizens on all applicable City, State and Federal laws in an equitable, consistent manner which contributes to a peaceful community with low crime rates.
- Patrols the community in a vehicle or on foot to establish a visible law enforcement presence and builds a cooperative relationship with citizens which increases the effectiveness of the community policing program.
- Responds to calls for assistance including, but not limited to: animal control, medical assists, neighborhood disputes, lockouts, motorist assists, and assists other enforcement agencies in a manner which serves the interests of the overall community.
- Responds to calls and investigates criminal actions including, but not limited, to assaults, burglary, drugs, forgery, disorderly conduct, criminal sexual conduct; property damage, theft, homicide and suicide in a manner which leads to the successful prosecution of such actions consistent with and to the fullest extent of applicable laws.
- Effects traffic control including, but not limited to, stopping violators, issuing warnings or citations, and helping to increase the public's knowledge of applicable traffic laws or City ordinances.
- Writes reports fully documenting clear, concise accounts of responses made, information gathered, and actions taken in a manner which increases the chances of success in prosecution of cases and minimizes the liability for the City.
- Maintains department-issued equipment and personal gear used on the job in top condition.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs additional job-related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- To be fully-qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for the position.
- The ability to consistently apply skills learned through formal preparation and/or closely related work experiences as noted herein.
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance. Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement. The position requires meeting established physical fitness standards for the position. Physical strength and agility are required to fully perform the position.
- A level of learning is required to keep updated on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances. Self-

discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances.

- Flexibility and adaptability within the established law enforcement and education programs of the City are important. The ability to work virtually unsupervised again reinforces the requirement for self-discipline. Individuals must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances.

#### **EDUCATION AND EXPERIENCE:**

- --Two-year Associate of Arts
- --Successfully completed law enforcement skills training.
- --P.O.S.T. licensed as a full-time peace officer, or eligible to be so licensed.
- --Demonstrated public relations skills.
- --Valid Minnesota driver's license.
- --Good driving record.

#### **Additional, Desirable Qualifications for the Position:**

- --Current with P.O.S.T. continuing education requirements.
- --Communications training and experience.
- --Public speaking skills.
- --Situational training.
- --Computer skills.

#### **WORKING SCHEDULE:**

While performing essential functions of the position, an individual will work scheduled and rotating shifts, be available on call, and be available or arrange coverage for response of major events that affect the department or City.

#### **WORKING CONDITIONS:**

Work is performed indoors and outdoors in all weather and environmental conditions. The nature of the work runs a continuum from scheduled and relatively routine to unscheduled, unpredictable and hazardous to self and others.