

**CITY OF ARLINGTON
JOB DESCRIPTION**

Job Title	Department	Supervisor
Part-Time Police Officer	Police	Police Chief
FLSA Status	Supervises	
Non-Exempt	None	

DESCRIPTION OF WORK

Under the general supervision of the Police Chief, the Part-Time Police Officer is responsible to provide for the protection of life and property through the enforcement of the law in a manner consistent with federal and state law, municipal ordinances and according to the policies of the City of Arlington utilizing the community policing philosophy. Part-Time Police Officers work to form partnerships with the community and other service providers, perform problem solving based on community identified issues, and perform community outreach to a diverse citizen constituency.

ESSENTIAL FUNCTIONS

- Patrol city on foot or in a patrol car to preserve law and order, to protect life and property, prevent and discover the commission of crime and to enforce traffic and parking regulations.
- Responds to concerns of violations of city ordinances, state and federal laws and provide information and assistance to the public regarding primarily Police Department requests.
- Develops collaborative partnerships within the community. Initiates and maintains active contact with business owners and community residents and fosters community relations activities, community partnerships and crime prevention awareness.
- Identifies and utilizes progressive nuisance and crime prevention techniques. Identifies and monitors areas, whether self-identified or identified by the community, where public nuisances or criminal activities are occurring or are likely to occur. Conducts proactive patrol activities within the city.
- At the scene of crimes, conduct preliminary investigations, gather and preserve evidence, take pictures, take fingerprints, obtain witnesses, take statements, and interrogate suspects.
- Make legal searches and arrests and safely transport prisoners and suspects for drug or alcohol test administration, interrogation, and/or booking and incarceration as may be required in accordance with approved departmental policies.
- Enforce traffic laws, operate radar, and write citations; enforces snowmobile and ATV laws within the jurisdiction of the department.
- Conduct accident investigations, provide first-aid for injured persons, direct traffic and take safeguards to prevent further accidents; record observations as required, interview principals and witnesses, take statements; examine vehicles and roadways, observe traffic control devices and obstructions and wreckage.
- Prepare necessary reports as required by state law and departmental policy; review daily reports and confer with Police Chief to determine activity in the community and potential problems, maintain log, and other forms and correspondence as required in a manner so that proper record and basis for follow-up is assured.
- Report matters which require the attention of other municipal departments.
- Make necessary security checks of commercial and residential areas, including checking doors of vacant residences, public gathering places such as parks (including Sportsman's

Park), alcoholic beverage dispensing establishments and business establishments after closing hours.

- Provide escorts for funerals, bank deliveries and fire trucks. Direct traffic as required.
- Provide crowd and traffic control for high school activities, county fair, community and sporting events, etc.
- Respond to all medical emergencies to provide assistance to the ambulance crew as needed and to provide first aid as appropriate.
- Make presentations, as necessary or requested, to civic groups, schools and churches within the community to promote better public relations and provide crime prevention and safety information for students and local citizens.
- Assist the Emergency management Director as needed.
- Assist in the prosecution of law violators and effectively testify in court as necessary.
- Call for assistance as circumstances require.
- Responds to identified problems or situations that may be perceived as problems by members of the community, whether criminal or non-criminal. Initiates appropriate responses by partnerships, including other non-public safety resources. Conducts preliminary investigations on non-criminal matters, and documents facts necessary to provide appropriate responses by other non-police resources to community issues and/or nuisances as necessary to maintain public order and safety. Notifies property owners of potential problems and hazards. Ability to mediate resolutions to problems.
- Limited animal control duties, consisting primarily of catching and either returning or transporting animals, on rare occasions may be required to remedy other stray animal issues.
- Assist other agencies such as the county, area communities and the State Highway Patrol as needed.
- Attend training sessions as required by the Police Chief in accordance with licensing requirements of the Part-Time Police Officers Standards & Training Board (POST).
- Ensure operation and maintenance of department equipment and motor pool, as directed.
- Senior Duty Officer must act for the department in the absence of the Police Chief or direct superior.
- Must be available to work overtime, evening, weekend and holidays and be on call beyond regular work hours.
- Perform physical/mental demands of the work environment requirements for the position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations and citizen customers.

ADDITIONAL FUNCTIONS OF THE JOB

- Perform other duties as required, apparent, or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern law enforcement methods and procedures including the knowledge of criminal investigations, interrogation, gathering and preserving of evidence, use of police records and rules of evidence.
- Knowledge of federal, state and local laws and department policies.

- Knowledge of the geography of the City and resources available in disasters and other emergencies. Ability to quickly develop a detailed understanding of the layout of the territory served by the Department, including important buildings and street systems.
- Ability to communicate effectively both verbally and in writing.
- Ability to read, understand, and interpret code, ordinances and laws.
- Skill in handling and discharging firearms in an efficient and safe manner.
- Skill to expertly drive a motor vehicle under any condition.
- Ability to analyze situations, identify alternatives and determine appropriate action.
- Ability to respond quickly and appropriately to crisis and emergency situations.
- Ability to cope with situations firmly, courteously, and with respect for citizens' rights.
- Ability to apply laws to specific incidents.
- Ability to work independently, without direct supervision.
- Ability to operate a radio and other department equipment.
- Ability to prepare accurate and thorough reports, to operate with speed and accuracy computer software programs, and a thorough knowledge of office procedures.
- Ability to perform prolonged and detailed investigations to gather pertinent facts, and to integrate data into objective patterns leading to the solution and disposition of criminal cases.
- Ability to maintain training and or certifications in all areas necessary to law enforcement including but not limited to pursuit driving, firearms, use of force, domestics, air and blood borne pathogens, baton or asp, first responder or other first aid, hazardous materials, child abuse, and vulnerable adults' situations.
- Knowledge of the BCA computer network, RMS, NCIC, and CJIS.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Skill in creating and maintaining intergovernmental relationships with ability to work with Sibley County Sheriff's Office, Minnesota Highway Patrol, and other local, state and federal law enforcement agencies.
- Ability to interpret the Minnesota Governmental Data Practices Act and ensure the legal release of records.
- Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
- Ability to maintain professionalism both on and off duty.

MINIMUM QUALIFICATIONS

- Must possess an Associate Degree in Law Enforcement, Criminal Justice or such other education as may be considered equivalent.
- Must be licensed by the Minnesota P.O.S.T. Board (Part-Time Police Officers Standards and Training), or be eligible to be licensed (both academic and skills training completed) by the Minnesota P.O.S.T. Board.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Law Enforcement, Criminal Justice or related field.
- Experience working as a full-time patrol officer.

- Fluency in understanding, reading, speaking and writing in a language other than English.

CONDITIONS OF EMPLOYMENT

- Must maintain a primary residence within twenty (20) minutes' drive to the contiguous city limits of Arlington driving under normal conditions and posted speed limits within six (6) months of employment.
- Must possess a valid driver's license and be able to drive in the state of Minnesota. A Minnesota driver's license must be obtained within thirty (30) days of employment.
- Must be certified in CPR and "Basic Life Support (BLS) for the Professional Rescuer".
- Must be certified as an Emergency Medical Responder (EMR) within first year of employment.
- Must satisfactorily complete a background investigation, physical examination and drug and alcohol testing.
- Must satisfactorily complete a psychological evaluation from a licensed psychologist.
- Shall not have been convicted in any state or federal court of any felony. All applicants shall be fingerprinted and a thorough search be made of the fingerprints through local, state, and federal fingerprint files to disclose any criminal record.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measure to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the not public data must be properly stored according to city policy and Minnesota Statutes.

HOURS OF WORK

Hours and days of work for this position will vary by shift assignment.

PHYSICAL REQUIREMENTS

- Requires incumbent to work inside, outside, in confined spaces, on uneven ground, underground, on slippery surfaces, alone, with others, around others, and have contact with the public.
- Incumbent may be exposed to infectious diseases, high elevation, bodily injury, explosive material, burning material, moving objects, heat, cold, extreme heat, extreme cold, wetness, humidity, and marked changes in temperature.
- Activities that occur continuously are using interpersonal skills, working with interruptions, using time management, and wearing duty belt with all equipment and its associated weight while on shift.
- Activities that occur extensively (more than 6 hours) are: hearing, using far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours) are: sitting, handling, talking, using both feet individually or at the same time, using near vision, problem solving, communicating verbally and in writing, and concentrating.
- Activities that occur occasionally (from 1 to 3 hours) are: standing; walking; reaching straight, above and below shoulder level with both shoulders individually or at the same

time; using fingers, wrists and hands; fine manipulating; using sense of touch; smelling; and using analytical ability, organization skills and creativity.

- Activities that occur infrequently (up to 60 minutes) are: bending, stopping, crawling, squatting, crouching, kneeling, twisting, climbing staircases, climbing heights, and carrying and lifting up to 50 pounds.
- Activities that do not occur on a regular basis may include pulling, pushing, and carrying and lifting up to and over 150 pounds.

JOB LOCATION

Part-Time Police Officers work in a normal office setting; operate automobiles and equipment including, but not limited to the following: radio, radar units, handcuffs, taser, pistol, rifle, shotgun, riot gear, O.C. spray, cell phone, computers, breathalyzer, armored vest, flash lights, fire extinguisher, self-contained breathing apparatus (SCBA), and defibrillator. Part-Time Police Officers work outside in all weather conditions, including ice and snow; and at a variety of emergency scenes, such as fires and traffic accidents. They work in difficult terrain and in all kinds of buildings and dangerous environments. Part-Time Police Officers are susceptible to the possibility of body attacks and severe bodily harm while making arrests and dealing with individuals. They will work rotating shifts, extended hours and emergency call outs on evenings, weekends, and holidays.

Revised: 7/27/2018

By signing below I acknowledge having had the opportunity to fully review and ask questions to ensure full understanding of the above job description and am agreeable with the terms and conditions set forth for this position.

Signature

Date