

**CITY OF SILVER BAY  
POSITION DESCRIPTION**

**POLICE OFFICER  
Full Time and Part Time Licensed**

Primary Function: To patrol city streets and roads, enforce laws and ordinances, make investigations.

Materials: First aid materials, mace, ammunition, flares, miscellaneous reports, etc.

Source of Supervision: Chief of Police

Direction Exercised: When designated, train or assist part-time licensed police officers according to Minnesota State Regulations.

Typical Duties Performed

The listed examples may not include all duties performed by this position. Duties may vary somewhat from position to position within the class.

1. Patrols the community to enforce laws, detect and prevent crime, provide traffic control and protect life and property.
2. Apprehends and arrests law violators, prepares written reports of crimes, and assists in the prosecution of law violators.
3. Investigates crimes and accidents; informs Chief of felony investigations.
4. Collects and preserves evidence and takes pictures of crime scenes.
5. Enforces traffic laws, operates radar, and writes violations; enforces snowmobile and ATV laws within the jurisdiction of the department.
6. Responds to accident and fire scenes; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
7. Testifies in court.
8. Transports prisoners and suspects for intoxilyzer test administration, interrogation, and/or booking and incarceration. Administers preliminary breath test for DWI.
9. Responds to domestic and bar disputes, and to complaints from citizens of crimes committed, lost or stolen property, and other law enforcement or public safety concerns.
10. Serves warrants and subpoenas as assigned; presents evidence necessary for issuance of arrest or search warrants to the County Attorney.
11. Drafts complaints and reports as required by state law or department policy; reviews daily reports and confers with the Chief to determine activity in the community and potential problems.
12. Assists other agencies such as the county, area communities, and the State Patrol as requested.

13. Removes hazards in roadways and on sidewalks and places barricades as needed.
14. Reports matters requiring attention of maintenance department.
15. Periodically checks the security of business establishments and vacant residences.
16. Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
17. Prepares necessary reports, logs, and other forms and correspondence as required.
18. Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
19. Operates and assists in maintaining all equipment and vehicles used by the department.
20. Keeps firearms clean and operating and maintains proficiency in firearm use, self-defense, and first aid.
21. Acts as a bank escort when required.
22. Acts as spotter during severe weather.
23. Controls crowds at community events.
24. Performs other duties when assigned or when necessary.

### Knowledge, Skills, and Abilities

1. Considerable knowledge of police procedures and techniques including operation of police vehicles, radios, radars and related equipment.
2. Considerable knowledge of federal, state, and local laws and department policies.
3. Working knowledge of City layout including important buildings and the street system.
4. Considerable skill in handling and discharging firearms in an efficient and safe manner.
5. Considerable skill to expertly drive a motor vehicle under any condition.
6. Considerable ability to analyze situations and determine appropriate action.
7. Considerable ability to respond quickly and appropriately to crisis and emergency situations.
8. Considerable ability to apply laws to specific incidents.
9. Considerable ability to see, hear, and remember people, evidence, facts, and circumstances.
10. Considerable ability to communicate effectively with others and maintain strict confidentiality.
11. Considerable ability to work independently, without direct supervision.
12. Considerable ability to stand, walk, and sit for long periods of time.
13. Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.
14. Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.
15. Considerable ability to operate a two-way radio and other department equipment.
16. Considerable ability to read and follow department policies and to read police reports.
17. Working ability to prepare accurate and thorough reports and to operate a typewriter and/or computer keyboard.
18. Working ability to investigate crime and accidents.
19. Working ability to maintain certification as a First Responder or in First Aid.

### Desired Minimum Qualifications

1. Must have a full-time P.O.S.T. license or be P.O.S.T. eligible at the time of job appointment.
2. Must not have a criminal record.
3. Must not have any physical handicap which would restrict the applicant from carrying out the assigned duties required by the job.
4. Qualifications will be established by the City of Silver Bay.
5. If applicant has previous police experience, applicant must have successfully completed a minimum of one year of work/probation with former employer.
6. Successful applicant must satisfactorily complete a physical and psychological exam as well as a background investigation.

### Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to handle, feel, or operate objects or vehicles, reach with hands and arms, walk, sit, and talk or hear. Specific vision abilities include distant and close vision, color vision, and the ability to adjust focus. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

### Work Environment

While performing the duties of this job, the employee spends considerable time sitting in an automobile or at a desk. Traffic conditions and violations, accidents, and crime incidents may require exposure to all types of weather. The employee may be exposed to severe injury in investigating and making arrests.

### Selection Guidelines

Formal application, resume, rating of education and experience; oral interview and reference check; job related tests may be required. Selection guidelines and qualifications are governed by the City of Silver Bay.

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.

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