

JOB DESCRIPTION

- I. **POSITION TITLE:** Part-time Police Officer
- II. **ACCOUNTABLE TO:** Chief of Police
- III. **PRIMARY FUNCTION:** Patrol the City of Staples and other designated areas to preserve law and order, prevent and discover crime and to enforce regulations and laws in accordance with the Police Manual and MN POST regulations under the guidance and supervision of the Chief of Police.
- IV. **MAJOR RESPONSIBILITIES:**
 - a. Patrols the City streets and City parks including Pine Grove Park and Dower Lake.
 - b. Makes security checks on all businesses and residential houses when requested to do so.
 - c. Makes regular liquor store visits
 - d. Conducts accident investigations providing first-aid for injured and taking safeguards to prevent further accidents.
 - e. Interviews principals and witnesses, takes written statements, examines conditions of accident scene, and clears scene of wreckage.
 - f. Investigates crimes against persons and property, interviews victims and witnesses, searches for and collects and evaluates evidence, and arrests person or persons suspected of crime.
- V. **OTHER RESPONSIBILITIES:**
 - a. Maintains a daily log of activities throughout the work shift.
 - b. Keeps a neat and orderly appearance while on duty.
 - c. Conducts himself in accordance with the Law Enforcement Code of Ethics as stated in the Police Manual.
 - d. Prepares reports, keeps records of investigations and testifies in court.
 - e. Maintains a valid Minnesota Peace Officer's License.
- VI. **MINIMUM QUALIFICATIONS:**
 - a. Two years Law Enforcement School or equivalent.
 - b. Valid full-time Minnesota Peace Officer's License or eligible to be licensed by MN POST Board.
 - c. Must reside or relocate within a reasonable distance of the City.
 - d. Valid MN driver's license.
 - e. Must meet MN POST Board rules and regulations.