



CITY OF BLACKDUCK POLICE DEPARTMENT
FULL-TIME PATROL OFFICER
JOB DESCRIPTION
Updated – December 2020

Job Title: Full-time Patrol Officer
Department: Police
Organizational Relationships:
Reports to: Works under the administrative direction of the Police Chief
Communicates with: *Internally* –Police Chief, City Administrator, Public Works
Supervisor, Fire Department, and Patrol Officers
Externally –General public, Blackduck Ambulance, Beltrami County
Sheriff's Department
Supervises: n/a

Summary of Position:

This position is that of a MN P.O.S.T Board Licensed Police Officer. The Police Officer works under the daily and direct supervision of the Police Chief. The Police Officer is responsible for protection of life and property, maintenance of order, prevention of crime, enforcement of laws, apprehension of criminals and providing general public service. The position also assists in the investigation of criminal offenses, accidents or other police related problems.

Duties and Responsibilities:

1. Patrols the community to enforce laws, detect and prevent crime, provide traffic control and protect life and property.
2. Issues traffic violation citations or makes arrests for violations.
3. Apprehends and arrests law violators, prepares written reports of crimes, and assists in the prosecution of law violators.
4. Interviews victims, suspects or witnesses and takes oral or written statements in investigating criminal offenses.
5. Collects and preserves evidence and takes pictures of crime scenes.
6. Assists other agencies such as the county, area communities, and the State Highway Patrol as needed.
7. Responds to emergency situations rendering necessary first aid and takes the necessary and appropriate safeguards.
8. Encounters situations and is prepared to take defensive actions in response to threats or actual infliction of bodily harm and takes appropriate action in compliance with state statute and department policy.
9. Performs random patrol of city parks.
10. Performs security checks for park facilities, municipal liquor store, golf course/clubhouse, and other city facilities
11. Acts as a general public contact for park and campground users.
12. Enforces parking ordinance including recreation vehicle parking and abandoned junk or unlicensed vehicles.
13. Responds to resident complaints of barking dogs and other nuisances created by pets and wild animals.
14. During summer months enforces bicycle safety and laws.



CITY OF BLACKDUCK POLICE DEPARTMENT
FULL-TIME PATROL OFFICER
JOB DESCRIPTION
Updated – December 2020

15. Cooperates with civic groups and the schools in crime prevention activities.
16. Responds to all types of related complaints or assignments such as prowlers, trespass, fights, domestics, alarms, disturbances, etc. and takes appropriate actions including arrest, mediation, written or oral reports or referral to other public agencies.
17. Renders aid and assistance to the general public including stalled or disabled vehicles in traffic, answering questions, giving directions, law interpretations, and making referrals to other agencies.
18. Directs traffic at accidents.
19. Prepares daily log reports for the Police Department.
20. Studies new techniques in crime detection and apprehension.
21. Serves the community through proactive policing.
22. Handles and performs all other duties as assigned.

Requirements & Qualifications:

1. Thorough knowledge of modern police principles, methods, and practices in the apprehension of criminals and the prevention of crime.
2. Thorough knowledge of the laws, rules and regulations pertaining to the department.
3. Considerable ability to respond quickly and appropriately to crisis and emergency situations.
4. Working knowledge of courtroom procedures.
5. Considerable skill in handling and discharging firearms in an efficient and safe manner.
6. Considerable skills to analyze situations and determine appropriate action.
7. Considerable ability to communicate effectively with others and maintain strict confidentiality. Must have the ability to actively listen to others for understanding of their needs and situations.
8. Considerable ability to cope with situations firmly, courteously, and with respect for citizens' rights.
9. Considerable ability to operate a radio and other department equipment
10. Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds and to subdue suspects as required.
11. Considerable ability to expertly drive a motor vehicle under any condition.
12. Considerable ability to read and follow department policies and to write clear and concise reports.
13. Skill in making both oral and demonstrative presentations.
14. Must be able to deal with emergency and stress situations, to avoid over reaction, to maintain flexibility in adjusting to situation and procedures; to support and carry out directives.
15. Ability to meet P.O.S.T. requirements.
16. Knowledge of computer use, functions, and operation.
17. Must have an associate degree in law enforcement.
18. Must be licensed as a Peace Officer in the State of Minnesota and possess a valid Minnesota Class D driver's license.
19. May be confined to patrol car for an entire shift
20. Must be able to work in inclement weather or weather extremes
21. May be required to work night/weekends/holidays.



CITY OF BLACKDUCK POLICE DEPARTMENT
FULL-TIME PATROL OFFICER
JOB DESCRIPTION
Updated – December 2020

While this job description is intended to be an accurate reflection of the job requirements, the Council reserves the rights to modify, add or remove duties from particular jobs and to assign other duties as necessary.

Employee Signature _____

Date _____